



Title IA – Homeless Set-Aside

CFSGA SY2021-22



Supporting Schools and Students to Achieve

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

4/29/2021

Agenda



- Clarification for LEAs not receiving Federal Funds
- Funding Sources
- District MV contacts
- Allowable Use of Funds
- Determining the Set-Aside Amount
- Navigating the CFSGA
- Assurances
- Training Dates for SY2021-22

Clarification of MV requirements



NEW
Resource

McKinney-Vento/Homeless Education
Mini-Manual



State of Texas Department of Education
1000 West 11th Street
Austin, Texas 78703
512.463.0000
www.texas.gov

McKinney-Vento/Homeless Education
Mini-Manual

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- **All public school LEAs** - districts and charters (regardless of receiving any Federal funding) must have established practices to identify and support students experiencing homelessness.
- **Multiple statutes**
 - McKinney-Vento Act Title, IIV-B
 - Title IA of ESEA, reauthorized through ESSA Title IX-A
 - College & Technical Ed Act, Perkins V
 - Child Nutrition & WIC Reauthorization Act of 2004
 - + about 11 others

The new MV Mini-Manual can assist smaller LEAs meet the MV requirements.

Remember:

- Name a Liaison
 - Update contact information
 - Attend training
- Adopt the Mini-Manual (forms, etc.)
 - personalize the funding and policy info

Clarification on MV Funding Sources



Title IA Homeless Set-Aside	MV/Homeless Subgrant	Community Partners	Other (braided funds)
All districts receiving Title IA \$	2020-2023 cycle	"Angel Fund"	State or Local Funds or Grants
Determined by district - Needs Assessment - Estimated amount based on previous year(s) number identified & services provided	Approx. \$250,000 - 29 grants - Yearly awards of approx. \$3,000 to \$31,000 for 3 years	Examples - Non-profits - Faith-based - In-kind donations	Examples - Title IV-A - Healthy Kids - 21 st Century grant <small>Title I-A Homeless Set-Aside 4</small>

Remember that an Angel Fund that you set-up to receive donations is the most flexible and has fewer restrictions. i.e. pay for housing, utilities, car repair, etc.

MV District Contact Information



Contact Info

The below **REQUIRED** information is generated using your district's most recent ISEE Directory Program Contacts file submission. Any changes, additions, or deletions must be made by resubmitting these files *which can be done at any time*. Please contact your Region's ISEE Technology Coordinator at RegionalCoordinators@sde.idaho.gov, if you need assistance.

Role Title	Name	Phone(s)	Email Address
Title I-A Improving Basic Programs Coordinator	Jennifer L Wright	Administrative Assistant: (208) 459-7442	wrightj@notusschools.org
Consolidated Grants Manager	Alicia D. Krantz	Administrative Assistant: (208) 459-7442	krantz@notusschools.org
Business Manager	Alicia D. Krantz	Administrative Assistant: (208) 459-7442	krantz@notusschools.org
Title IX-A McKinney-Vento Homeless Education Coordinator		(208) 459-7442	
Title IX-A McKinney-Vento Liaison			

HED = All individuals who want/need MV related information/email

MVL = Only 1 person listed per LEA— contact info will be on Homeless Ed website

Idaho District Contact Information (IDCI)

- Make sure your district information is up to date using the “Program Contact file” and uploading via ISEE

Tech support contacts: Amy Sigler 208-332-6981 for regions 1,2,3 or Roger Evans 208-332-6982 for regions 4,5,6

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CFSGA will NOT be approved without a Liaison!!!

Prepopulated contact info using the current information provided by districts in the IDCI.
MV Note:

Title IX-A McKinney-Vento Homeless Education Coordinator. (Coordinator will be changed to “Contact”)

- May or may not be the Liaison
- Please include anyone in your district who you want to receive MV/Homeless education related information
- multiples are okay, i.e. Building level Liaisons in larger districts.
- these will NOT be posted on the Homeless Education site
- This may be someone who is responsible for submitting Federal Programs Monitoring/Self-Assessment, i.e. the Federal Programs Director or Liaison supervisor.

Title IX-A Liaisons should be the one who works directly with families or school-based liaisons & can meet the 10 Liaison duties as listed in ESSA.

- One per LEA
- These WILL BE POSTED on the Homeless Education site.
- The liaison should be involved in the Federal Program monitoring/self-assessment processes.

Quick Check #1



True or False

- All public school LEAs are required to meet the MV requirements of identifying and supporting students experiencing homelessness.
- There are multiple ways an LEA can fund MV supports & services.
- Districts may have multiple LEA-level MV liaisons.

MV requirements for Title IA



1. Describe plan of services
2. Support enrollment, attendance, & success of homeless children and youth
3. Description of the method used for determining set-aside amount
4. Description of how the liaison was consulted or involved in determining the set-aside amount

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Remember: A+B+C + Ph can be a guide of how you develop the supports/plan for your MV program.

Ponder: How much are we really paying for MV supports? Liaison stipend/salary, in-kind donations, Transportation, Supplies, etc.

Think: How does the MV liaison participate in the development of the Title IA Homeless Set-Aside? How are we documenting this?

Clarifications for Homeless Set-Aside



- **Must** reserve sufficient \$ to provide services to provide services to MV students who attend non-Title I schools that are comparable to those provided to students in Title I schools.
- Homeless set-aside **may be** used to provide services to MV students in Title I school that are not ordinarily provided to other students.
- Districts are **encouraged to** use a “Needs Assessment” that takes into consideration the number of MV students and their unique needs.
- Districts **should consider** what is necessary and reasonable for each student to fulfill the purposes of Title I and MV Act.

Allowable Use of Set-Aside Funds



Two Guiding Principles in using Title IA \$ for MV students

1. Services must be **reasonable** and **necessary** to assist the student to take advantage of education opportunities.
2. Funds must be used **only as a last resort** when funds/services are not available from other public or private sources.
i.e. School Lunch programs, Public Health clinics, local non-profits, or faith-based organizations

Allowable Use of Set-Aside Funds cont.



Funds may be used for:

- Liaison of MV support staff salary or stipend
 - Defray the excess cost of school of origin transportation
 - Travel costs associated with attending MV Regional Liaison training
 - *Items of clothing* or uniforms - to meet dress code
 - *Clothing and shoes necessary to participate in physical education classes*
 - Student fees that are necessary to participate in the general education program
 - *Personal school supplies such as backpacks and notebooks*
 - Birth certificates necessary to enroll in school
 - *Immunizations*
 - *Food*
 - *Medical and dental services*
 - *Eyeglasses and hearing aids*
 - *Counseling services*
 - Outreach services to students living in shelters, motels, and other temporary residences
 - Extended learning time or Tutoring Services (before and after school, Saturday classes, summer school)
 - Parental involvement specifically oriented to reaching out to parents of homeless students
- Red highlights – these services and supports can usually be provided by local community partners or other state agencies.*

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The ones highlighted in red are services/supports that usually can be provided by local community partners or other state agencies.

Needs Assessment Template



Program Development & Set-Aside Needs Assessment

McKinney-Vento/Education of Homeless Children and Youth Program

All districts must set-aside Title I, Part A funds in an amount necessary to serve homeless student in title I and non-title I school and/or shelters and other locations where homeless children and youth may live, [ESEA Section 1113(c)(2)(A) and U.S.C. 6313(c)(3)(A)]. The SDE encourages that district administration work collaboratively with the Homeless Liaison to complete a needs assessment to determine the appropriate amount of Title I-A funds to set-aside to meet the needs of students who are experiencing homelessness.

This form assists district in documenting the following:

1. Dollar amount of set-aside.
2. Evidence of a needs assessment or other written documentation of how the set-aside amount was determined.
3. Evidence that the set-aside amount is sufficient to meet the unique needs of student who have been identified as homeless, and/or to improve identification efforts.
4. Description/documentation explain how Title I-A set-aside dollars for eligible students are spent.

District name _____ Date Assessment Completed _____

District Homeless Liaison _____

Approximate hours per week spent on Homeless Program _____ # of students identified the previous year _____

Needs Assessment Team _____

(district and building level staff should be included to ensure all homeless student needs are identified)

This Needs Assessment can be accessed by:

- Going to sde.idaho.gov
- Click on "Federal Program"
- Click on "Title IX-A Homeless Ed. Program"
- Scroll down to "Resources Files"
- Click on + sign next to "FA12"

Quick Check #2



- LEAs should calculate their set-aside on the formula $\frac{1}{4}$ of 1% of Title IA allocation.
- Paying for a month's rent would be an allowable Title IA Homeless Set-Aside expense.
- Completing a "MV Needs Assessment" is a good way to identify areas of need for MV students and brainstorm ways to meet these needs through community partnerships.

Title IA Tabs – for Homeless Set Aside



1st - Enter Amount

2nd - Enter Description

3rd - Assurances/Verify data

General Information & Program Purpose	Allocation & Set Asides	Allocation to Schools	Title I-A Budget	Action Plan	Homeless Education	Certification
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Title I-A Improving Basic Programs for fiscal 2020-2021

1st – Allocations/Set-Aside Tab: Enter Set-Aside Amount



Less Set-Asides

	Title I-A	
Homeless	\$0	Homeless Education set-aside amount must be sufficient to provide services to homeless children and youth to assist them in effectively taking advantage of educational opportunities
Neglected	\$0	Based on the number of identified students living in residential facilities located within the district geographical boundaries during the annual fall Neglected, Delinquent, and At-Risk count. Funds can be used for LEA programs for identified LEA "At-Risk" students or for LEA/facility partner programs.
Parent and Family Engagement	\$0	Allocation >= \$500,000 requires 1% Set-Asides. 90% of that amount must go to schools. Optional set aside-if allocation is less than \$500,000.
Teacher Incentives - Optional	\$0	Up to 5% to provide incentives & rewards to teachers to work in Title I schools identified for improvement.
Administrative Costs	\$0	Up to 10% of allocation. Additional information will be required if total administration exceeds 10%. Must be budgeted in the Title I-A Budget tab, 100 Salaries and 200 Benefits section.
Equitable Services for Private Schools	\$0	Amount set aside to provide Equitable Services to eligible private school children. This amount is calculated and automatically transferred here and to the budget from the Equitable Services page. (Required under ESSA, Sec. 1117(a) (4) (A)(i))
Indirect Costs	\$0	Must be budgeted in the Title I-A Budget tab.
Other Activities Description:	\$0	
Total Amount of Set-Asides	\$0	

Enter Set-Aside Amount

Do NOT put MV related activities or staffing here!

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Enter your Set-Asides in the Less Set-Asides section.

Equitable Services for Private Schools Set-Aside is transferred from the Title I-A Equitable Services tab before any set-asides.

For Homeless Set-Aside, LEAs should be completing a needs assessment to determine the funding needed for the set aside to support homeless education students.

2nd - Budget Tab: Add MV Set-Aside Description



- Amounts are prepopulated from Allocation/Set-Aside page
- Describe expenses related to MV services and staffing

Equitable Services for Private Schools	Amount: \$0 Description:	Amount: \$0 Description:
Homeless Set-Aside <i>Include any personnel (Job Title and FTEs) paid with Title I-A Homeless Set-Aside funds</i>	Amount: \$0 Description:	Amount: \$0 Description:
Parent and Family Engagement Set-Aside	Amount: \$0 Description:	Amount: \$0 Description:
Indirect Cost Rate: %	Amount: \$0 Description:	Amount: \$0 Description:

Good Example: \$10,000 - .25 FTE for MV liaison, \$100 - enrollment records, \$200 - incentives for attendance, \$1500 -SEL curriculum, \$200 - CTE fees, \$200 - school supplies & uniforms , \$3000 transportation

Poor Example: Required Set-Aside

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Make sure to list any personnel costs i.e. .25 FTE for MV liaison with .75 from Title IVA

This is where you briefly describe your plan and expenses

Amounts in description should add up to the total set-aside.

Clarification for MV Set-Aside Descriptions



- **Include job title & percentage of FTE**

- District MV liaison salary .25 FTE = \$11,250 with .75 being paid out of General Fund.
- MV support staff stipend - \$900 for extra hours (\$100/month for maintaining/updating MV records)

- **Add description & amounts for supports/services**

- Excess travel costs - \$500
- Extended day tutoring - \$6000 (\$1000/month for 6 months – Nov to March, 1 day/week)

REMEMBER: All supports, services, staffing amounts should add up to the total Set-Aside.

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DO NOT PUT MV PERSONNEL AND ACTIVITIES IN THE OTHER SET-ASIDES

3rd Homeless Education Tab: Determining Set-Aside & Assurances



Applies to all LEAs receiving any Federal funds

(ESEA Act, Title I-A as amended by ESSA Title IX-A; McKinney Vento Homeless Assistance Act VII-B; and Child Nutrition/WIC Reauthorization Act of 2004)

- Funds may be used for funding the designated district liaison position, transportation services or other allowable uses.
- Funds must be used only as a last resort when funds or services are not available from other public or private sources, such as the USDA's National School Lunch Program and Breakfast Program, public health clinics or local discretionary funds (sometimes provided by LEA Education Foundations) used to provide similar services for economically disadvantaged students generally. ESEA section 1115 (e) (2)

Prior year (2019-20) Title I-A Homeless Set-Aside funds:

\$270 ← Prepopulated

Total number of students identified during the prior year (2019-20)

37 ← Prepopulated

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Homeless Education is required for all LEA receiving any Federal funds.

For an example of allowable costs please see "Allowable Use of Title I-A Homeless Set-Aside Funds"

<http://www.sde.idaho.gov/federal-programs/homeless/index.html>

Determining Set-Aside



Items # 1-4: Determining Set-Aside

1. Total prior year Title I-A Homeless Set-Aside funds expended

Make sure your district has accounting practices to be able to utilize and track MV related spending

2. The Homeless set-aside takes into consideration the numbers and needs of homeless children and youth in the LEA. The amount must be sufficient to provide educationally related support services to homeless children and youth regardless of whether they attend a Title I school.

Yes No

3. The Homeless set-aside amount was determined by:

- Needs Assessment
- Number/Needs of identified students from previous year
- Other

4. Other Homeless set-aside amount determination method - required if Other is selected above.

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Last year one on the MV indicators with the greatest number of findings was FA2 – related to the accounting practices of districts NOT having a means of budgeting for, expending of, and tracking MV related expenses.

This number should NOT be just a guess. There should be a way to run a report from your financial software to know how much was actually spent in the previous year.

Example of “Other”: A newly opening charter was trying to determine how much to set aside. Together we came up with an amount based on their Free/Reduced %. (10% of F/R #)

Assurances



Items # 5, 8, 9, 13, 14, 16: Homeless Liaison Duties

Identify Students	Increase Public Awareness
Support Enrollment	Navigate Disputes
Establish Community Partnerships	Provide Services
Provide Referrals	Attend and Provide Professional Development
Inform of Rights	Support Unaccompanied Youth

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5. A Homeless liaison has been appointed at the LEA level who has sufficient time, capacity and knowledge to perform required duties as outlined in ESSA, participates in SDE provided Homeless Education program training, collaborates with service providers, and advocates working with homeless families

8. At the time of eligibility, the LEA provides notice to parents and/or unaccompanied youth of the educational rights and supports available for homeless children and youth

9. Annually all staff (example: principals, assistant principals, federal program administrators, registrars, school secretaries, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses, teachers, and paraprofessionals) are trained on Title IX-A, Homeless Education definitions and guaranteed supports as well as strategies on how to identify and support students experiencing homelessness.

13. The LEA distributes public notice of homeless students' rights at locations frequented by parents, guardians, and unaccompanied youth, in an understandable manner and form.

14. The LEA collaborates with service providers and local agencies to coordinate supports and/or referral for eligible students and their families

16. The LEA has clear procedures in place to ensure that homeless students receive assistance to advise them of their rights, help them meet the standards necessary for high school graduation, and prepare them with the skills necessary to succeed beyond high school. This includes unaccompanied homeless youths being informed of their right to file as an independent student on the FASFA and receive verification of that status.

Assurances cont.



Items # 6, 7, 10, 11, 12, 15, 17: Homeless Education Processes & Policy

#6	LEA Policy to remove barriers
#7	Identification process
#10	Eligible regardless of attending a Title I vs non-Title 1 school
#11	Dispute process
#12	Services & Transportation
#15	Allowable use of funds
#17	Awarding/Accepting Full or Partial credit

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6. The LEA Homeless education policy has been adopted by the governing board and reviewed annually to include all required components, including removing barriers for students experiencing homelessness.

7. Processes are in place to identify and verify the homeless status of school-age children at the beginning of and throughout the school year, including: at the time of enrollment for new students annual registration, re-verification of identified students from the previous year, mid-year moves, staff referral, & family/self-referral.

10. Identified and eligible students are automatically eligible to receive Title I services regardless of their attendance in a Title I or non-Title I served building.

11. The LEA has a homeless education dispute resolution process in place for eligibility, enrollment, and transportation issues. The process is aligned with the State Homeless Education dispute resolution process.

12. The LEA provides homeless children and youth a full and equal opportunity to succeed and to receive the educational and transportation services for which they are eligible.

15. Title I-A Homeless set-aside funds are used for allowable expenses and may be used for services not usually available to other children and youth, including: personal and school supplies, tutoring, school fees and other educational costs, clothing costs in order to meet dress code, support services, and transportation to and from the student's school of origin.

17. The LEA has clear procedures in place to ensure that homeless students receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school or when transferring to a new school.

Quick Check #3



- The district Homeless Set-Aside amount is pre-determined based on your allocation and the amount is auto-filled in on the *Allocations* page.
- Any MV personnel expense should be included in the Salaries/Benefits portion of the Budget page.
- Our CFSGA will NOT be approved if I mark “Yes” to any of the MV Assurances.

Tentative – Fall 2020 MV Training Dates



Virtual Training – Sept (optional for seasoned liaisons)

- *MV 101*, Sept 14 am session
- *New Liaison Orientation*, Sept 13 pm session

Annual MV Training – Oct (required attendance for ALL)

- *Updates & Community Partnerships*

Region 1 – Oct 27

Region 2 – Oct 28

Region 3 – Oct 19, 20, 21

Region 4 – Oct 12

Region 5 – Oct 13

Region 6 – Oct 14

- Make-up (Virtual) – Nov 1



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Questions?



Suzanne M Peck | Homeless Education & Neglected/Delinquent/At-Risk

Coordinator

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