

McKinney-Vento Title I, Part A Set-Aside Needs Assessment

Each Local Education Agency (LEA) is required to complete the Homeless Children and Youth Needs Assessment as a part of their application for Title I, Part A funds via Education Grant Management System (EGMS) in the Consolidated Grant Application (CGA).

Note: This Needs Assessment has two components that LEAs are expected to submit to the Office of Superintendent of Public Instruction (OSPI) as part of EGMS CGA.

The first component is the Detailed Title I, Part A Needs Assessment Worksheet that is intended to be completed collaboratively by key staff throughout the district, such as the district Homeless Liaison, Title I, Part A Director, Student Services Directors, building administrators, McKinney-Vento building points of contact, graduation coaches, transportation directors, and other staff that support the education of students experiencing homelessness.

The second component is the Title I, Part A Needs Assessment which serves to consolidate the information provided by district staff in the Detailed Worksheet. Both components are provided in this document to allow the district to review and assess current student needs, and to aid collaboration across the district.

Both the Detailed Title I, Part A Worksheet and the final Title I, Part A Needs Assessment are to be completed by using the attached Excel spreadsheet. **Applications that do not have an uploaded/completed Worksheet and Needs Assessment, using the forms provided, will not be reviewed for funding.**

Why is OSPI requiring a completed Homeless Children and Youth Needs Assessment as part of the CGA Title I, Part A Application?

- All LEAs must set-side Title I, Part A funds in an amount necessary to serve homeless students in Title I and non-Title I schools and/or shelters and other locations where homeless children and youth may live. ESEA Section 1113(c)(3) and U.S.C. 6313 (c)(3)
- LEA Title I, Part A plans must describe the services it will provide homeless children and youth to support enrollment, attendance, and success. This description must include the coordination of services provided under McKinney Vento and the services provided with the Title I, Part A set-aside. ESEA Section 1112(b)(6) and U.S.C. 6312 (b)(6)



Who should be involved?

OSPI encourages that the Homeless Liaison, LEA's Title I, Part A Director, building-level staff, Student Services Director, and other key staff work collaboratively to complete this needs assessment as a way to determine the appropriate amount of Title I, Part A funds to set aside to meet the needs of students experiencing homelessness. To ensure all homeless student needs are identified, school-level staff should be included in the completion of the needs assessment whenever possible. We recommend that your transportation director to be part of the conversation, as well.

What does this form do?

This form allows LEAs to document the following:

- A. Dollar amount of Title I, Part A Homeless set-aside.
- B. Evidence of a needs assessment or other written documentation of how the Title I, Part A Homeless set-aside amount was determined.
- C. Evidence that the Title I, Part A Homeless set-aside amount is sufficient to identify homeless students and meet unique needs of identified homeless students.
- D. Description/documentation explaining how Title I, Part A Homeless set-aside dollars for homeless students are spent.
- E. Funds other than Title I, Part A used to support the needs of homeless students, and evidence of the sources and amounts of these funds.

Guiding Questions for Consideration

As you collaboratively determine the amounts for homeless services and the Title I, Part A set-aside, consider the following:

- **Capacity:** Is your LEA's homeless liaison provided with the time to meet the duties under McKinney-Vento?
- **Needs:** How many homeless students are you planning for? How many needed services in previous years? Do your numbers match your LEA needs?

Directions to Report Cost and Funding Resources

The categories listed in this needs assessment are intended to provide insight into the needs of homeless students in your LEA and display how you are using your funds to meet these needs.

For each category on the assessment, please list the following:

- The full cost associated with meeting that need.
 - The funding sources available to meet needs. If multiple sources are used, please indicate each source.
 - The amount from each funding source. Categories with no cost associated must be indicated with a \$0.
- If a category is not a recognized need, please explain why in Section E of this needs assessment.

Please note: If the LEA does not recognize a need for a particular category, it will need to enter an amount of \$0 and explain why in Section E.

For more information on allowable expenses, please see the [NCHE Issue Brief on Homelessness and Title I, Part A](#) or the [2015 Education Department's Dear Colleague Letter](#).

Explanation of Categories

- **Liaison Capacity – Costs Associated.** Provide the salary costs for the Homeless Liaison and a separate amount provided for professional development. The salary should reflect the portion of the FTE reported for the LEA Homeless Liaison on Question A8. Report the FTE for all funds, not just Title I, Part A.
- **School Transportation.** Provide the excess costs for School Transportation for Homeless Students. In addition to stating the costs of homeless pupil transportation, please also include the percentage currently paid to the LEA through the state transportation funding formula.
- **Student Educational Needs – Costs Associated.** Examples include clothing, PE uniforms, school uniforms, school supplies (for use in school), school and study support supplies (for use off-site at shelters, hotel, home, etc.), food (to meet need during instructional time or activities).
- **Enrollment/Transfer Services – Costs Associated.** Examples include records transfer (postage, etc.), birth certificates, immunizations.
- **Medical/Mental Health/Shelter Support.** Examples include referrals/services for medical, dental, mental health/counseling, substance abuse, housing, domestic violence.
- **Removing Barriers To Participation, Retention And Success In School – Costs Associated.** Examples include extracurricular fees, test fees (IB/ACT/SAT etc.), co-curricular (ASB cards, cap and gown), materials and fees for educational programs/courses (i.e., fees associated with music, art, STEM, CTE, etc.), alternative education programs, Running Start, credit retrieval, GED assistance.
- **Extended Educational Assistance.** Examples include before school programs, after school programs, summer programs, Saturday programs, tutoring, mentoring, educational enrichment to meet state standards
- **Fines.** Examples include lost/damaged materials, uniforms, books, etc.
- **Preschool Coordination with Early Education Programs.**
- **Outreach.** Examples include outreach to homeless drop out youth for reengagement, outreach to students living in hotels/motels, campgrounds, shelters, etc., coordination with community agencies and programs.
- **Parent/Family Engagement.** Parent/family engagement, parent/family trainings on the rights of homeless children and youth, coordination with community agencies and programs.