



OFFICE OF THE STATE  
SUPERINTENDENT OF EDUCATION

## **Annual Grants Monitoring Indicators for Fiscal Year 2023 Evidence List for American Rescue Plan Elementary and Secondary School Emergency Relief Homeless Children and Youth Fund (ARP-Homeless)**

This document lists indicators that that apply to local education agencies (LEAs) being programmatically monitored for the ARP-Homeless grant and the corresponding mandatory evidence for each.

LEAs must upload all mandatory evidence to [Box](#) by **March 27, 2024**. Based on reviewing the evidence LEAs provide by March 28, the Office of the State Superintendent of Education (OSSE) may request additional evidence.

To receive access to [Box](#): All staff designated in one or more of the following roles in the [IDS All Staff Collection](#) (formerly eSchoolPlus), as appropriate for their role at the LEA, will receive access to Box.

- Head of School
- LEA Data Manager
- LEA Finance/Grants Manager

Anyone with the LEA Data Manager designation at an LEA can assign their colleagues to one of these roles in the system. Once that occurs and the system refreshes overnight, the staff member receives an automated email the next day that allows them to create a Box account and access the pertinent folders, including monitoring.

For questions or additional information related to monitoring, please contact [OSSE.Monitoring@dc.gov](mailto:OSSE.Monitoring@dc.gov).

### Indicator 1.1

A subgrantee receiving Title I, Part A funds must include in its local plan a description of how the plan is coordinated with the McKinney-Vento Act. The local plan must describe services provided to homeless children and youths.

- Citation: 42 USC §11432(g)(4)(B); ESEA §1113(c)(3)(A)(i)

Description of Evidence
-------------------------

<b>Mandatory:</b> Evidence that the subgrantee implemented the plan as stated in EGMS (e.g., budget reports at the end of a fiscal year, records of expenditures, carryover, summary reports, and evidence of activities).
--

### Indicator 2.1

There is evidence that the subgrantee reviews and revises, as needed, policies, procedures, and/or practices that may act as barriers to the identification, enrollment, retention, and success of homeless students.

- Citation: 42 USC §11432(g)(1)(I) and (g)(7)(A)

Description of Evidence
-------------------------

<b>Mandatory:</b> Agendas, sign-in sheets, handouts, and/or minutes; copy of the final version of new policies after revisions have been incorporated; evidence that the subgrantee adopted and disseminated the revised policy, procedure or practice; Schedule/timeline indicating the subgrantee's intention to regularly review/revise policies/procedures as needed of when policies were reviewed.
--

### Indicator 2.2

The subgrantee has a designated homeless liaison.

- Citation: 42 USC §11432(g)(1)(J)(ii)

Description of Evidence
-------------------------

<b>Mandatory:</b> Organizational Chart and Homeless Liaison job description
---

<b>Additional:</b> Homeless educational rights literature identifying the Homeless Liaison's contact information; Evidence that the subgrantee designates and allows for training of a liaison for homeless children and youth and that this person provides training to other relevant district personnel; Evidence that the homeless liaison provides training to school-based staff
--

### Indicator 2.3

The subgrantee has a procedure in place and implements that procedure to identify homeless students.

- Citation: 42 USC §11432(g)(6)(A)(i)

Description of Evidence
-------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include a process for identifying homeless students (e.g., student roster, documentation of student enrollment procedures or registration/enrollment forms that show self-identification indicator).
--

### Indicator 2.4

The subgrantee shall cooperate with the State Coordinator for Education of Homeless Children and Youths and comply with any requests for information.

- Citation: 42 USC §§11432(g)(6)(C)

Description of Evidence
-------------------------

<b>Mandatory:</b> On file at OSSE.
------------------------------------

### Indicator 2.5

There is evidence that: a. The subgrantee has a procedure for communicating information regarding enrollment in public schools for homeless families, b. Schools are knowledgeable of the policies and procedures.

- Citation: 42 USC §§11432(g)(3)(B)-(g)(3)(C)

Description of Evidence
-------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include the following: Parent involvement/outreach policy and planning documents (e.g., handbook or materials distributed to families that includes subgrantee's policies or procedures for communicating to homeless families); Parent meeting/activity calendar, agenda, and sign-in/attendance sheets; Evidence of parent/community outreach (e.g., PowerPoint deck, flyer, and other handouts), PD schedule that includes MKV training for staff (e.g., materials distributed during the training session, agenda, sign-in sheet)
--

## Indicator 2.6

There is evidence that the subgrantee has adopted a written dispute resolution process which provides for the prompt resolution of disputes and procedures to ensure that students are enrolled in the school in which placement is sought and provided transportation during the dispute resolution process.

- Citation: 42 USC §11432(g)(3)(E); 42 USC §11432(g)(4)(A); 42 USC §11432(e)(3)(C)(ii)(II); 42 USC §11432(2); 42 USC §11432(g)(1)(I)

### Description of Evidence

**Mandatory:** The subgrantee must provide evidence of compliance, which may include the following:

Subgrantee's Dispute Resolution Policy (either created by subgrantee or adopting the OSSE policy); Evidence that the subgrantee implements a process for the prompt resolution of disputes, such as a phone log, notes, or e-mail messages; Records indicating that enrollment disputes are investigated and resolved in a timely manner; Evidence that students are enrolled and provided transportation during the dispute resolution process; Must include guidance and template of the forms that may be used to request an appeal. Examples of written notification to parents and youth regarding placement decisions when they are different from what was requested, if applicable. Written procedure or narrative description of the subgrantee's procedure/process to ensure that the Homeless Liaison is involved in the process when making enrollment, school selection/placement, and eligibility decisions and communicating with families/youths, etc.

## Indicator 2.7

If a dispute arises over school selection or enrollment in a school, the subgrantee provides the parent or the guardian of a child or youth, a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision.

- Citation: 42 USC §11432(g)(3)(E)(ii)

### Description of Evidence

**Mandatory:** The subgrantee must provide evidence of compliance, which may include the following (if applicable): Sample of letter of explanation to communicate enrollment decisions (e.g., a form letter or redacted letter previously submitted); The subgrantee's documentation to communicate to families about their Right to Appeal enrollment decisions (e.g., form letter, handout, flyer, handbook excerpt, etc.); Written parent notifications (samples) of the determination

### Indicator 2.8

The subgrantee has adopted policies and practices to ensure that homeless students are not stigmatized or separated from the mainstream school environment.

- Citation: 42 USC §11432(g)(1)(J)(i)

Description of Evidence
<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include the following: A copy of the final version of policies/procedures; A list of programs offered to the general population and assessment tool(s) used to determine individual student's needs

### Indicator 2.9

Procedures are in place to ensure students have access to services comparable to services provided to other students in the school; such as ESEA programs and programs for children with disabilities for which the homeless youth meets the eligibility criteria, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

- Citation: 42 USC §11432(g)(4)

Description of Evidence
<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include the following (if applicable): List of services and resources offered for homeless students; Needs assessment to determine appropriate services for eligible students (e.g. process and assessment tools used to gather information); Documentation of services provided to homeless students

### Indicator 2.10

There is evidence that the subgrantee ensures homeless pre-school age children have equal access to the same public preschool programs for which the children are eligible (i.e., Head Start, Title I Preschool, Pre-K) as provided for non-homeless children.

- Citation: 42 USC §11432(g)(6)(A)(iii)

Description of Evidence
<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include the following (if applicable): Brochures/flyers shared with parents regarding the MySchoolDC/Lottery process; General review of all policies/procedures may act as barriers; Documents related to activities associated with homeless pre-school youth

### Indicator 2.11

The subgrantee coordinates with local social service agencies and other agencies or programs providing services to homeless children and their families (i.e., clothes, food, medical, dental, shelter).

- Citation: 42 USC §11432(g)(5)(A)(i)

Description of Evidence
-------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that the subgrantee coordinates with local social service agencies and other agencies or programs providing services to homeless children and their families (i.e., clothes, food, medical, dental, shelter), for example schedules, agenda, minutes, notes, or handouts from attending related meetings, list of collaborative efforts with local agencies to provide events for homeless students at the subgrantee, and/or sample referral forms (if applicable).
---

### Indicator 2.12

The subgrantee has a procedure for assisting homeless, unaccompanied youth in placement and enrollment decision.

- Citation: 42 USC §11432(g)(3)(B)(iv)

Description of Evidence
-------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that unaccompanied youth are enrolled, provided transportation, and afforded all rights and protections as outlined in the McKinney-Vento Homeless Assistance law as applicable.
---

### Indicator 2.13

The subgrantee ensures that transportation to the school of origin is provided upon request and in accordance with legal requirements.

- Citation: 42 USC §§11432(g)(1)(J)(iii); 42 USC §11432(2); 42 USC §11432(g)(1)(I)

Description of Evidence
-------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that the subgrantee ensures that transportation is provided upon request and monitored by the subgrantee including on site emergency resources, for example, transportation support documentation (ex: Excel spreadsheet tracking supports), procedure to determine need for transportation to/from the school is provided, and/or tracking/log of support distribution.
---

### Indicator 2.14

The subgrantee has procedures for coordinating with other subgrantees and inter-district educational agencies regarding the transfer of school records.

- Citation: 42 USC §11432(g)(5)(A)(ii)

Description of Evidence
<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence of a procedures for coordinating with other subgrantees and inter-district agencies to obtain or transfer school records, for example documentation showing record transfer, MOA, MOU, training documents, and/or written policy or narrative.

### Indicator 2.15

To ensure that homeless students are properly identified and provided services, the subgrantee provides specific in-service training and staff development for school personnel in meeting the needs of homeless students.

- Citation: 42 USC §11432(g)(6)(A)(ix)

Description of Evidence
<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that the subgrantee provides specific in-service training and staff development for school personnel in meeting the needs of homeless students. For example, training or technical assistance materials, presentation materials, materials distributed within the subgrantee to heighten awareness of the needs of homeless students (e.g. materials used to share information about homelessness, literature or website links shared with subgrantee and school staff, OSSE training and resources materials that were shared) as applicable.

### Indicator 2.16 (ARP-HOMELESS GRANT SUBGRANTEES ONLY)

The subgrantee's program is based on an assessment of the educational and related needs of homeless children and youths in the area served by the subgrantee (which may be undertaken as part of needs assessments for other disadvantaged groups).

- Citation: 42 USC §11433(b)(1)

Description of Evidence
<b>Mandatory:</b> On file at OSSE

**Indicator 2.17** (ARP-HOMELESS GRANT SUBGRANTEES ONLY)

The subgrantee evaluates the program/project in accordance with the subgrantee's approved application, as applicable.

- Citation: ESEA §723(c)(3)(E)

<b>Description of Evidence</b>
--------------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that the approved evaluation plan was implemented in alignment with the approved application on file at OSSE.
--

**Indicator 2.18** (ARP-HOMELESS GRANT SUBGRANTEES ONLY)

There is evidence that services provided under the subgrantee's ARP-Homeless program expands or improves, but does not replace, services provided as part of a school's regular academic program.

- Citation: 42 USC §11433(a)(2)(A)(iii)

<b>Description of Evidence</b>
--------------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that the approved plan was implemented in alignment with the approved application on file at OSSE.
---

**Indicator 2.19** (ARP-HOMELESS GRANT SUBGRANTEES ONLY)

There is evidence that the subgrantee is implementing the ARP-Homeless program as described in the approved application.

- Citation: 42 USC §11433(b)

<b>Description of Evidence</b>
--------------------------------

<b>Mandatory:</b> The subgrantee must provide evidence of compliance, which may include evidence that the subgrantee's ARP-Homeless program was implemented as described in the subgrantee's approved application on file at OSSE.
--