

Compliance and Monitoring

Please assure that your district is doing the following. Every 3 years districts are monitored for Federal Program compliance. For McKinney-Vento programming we use the [Title IX McKinney-Vento Homeless Monitoring Tool and Checklist](#). This document is the detailed explanation of what we are looking for. **All districts** will have to comply. The following is an explanation of some of the required documentation.

- Setting aside funds in their Title IA grant for students experiencing homelessness. It is ideal that your district does a [needs assessment](#) every so often to evaluate your programming. A Homeless Set-Aside in Title 1A is **required by law** for all districts. Districts must set aside a minimum of \$35 per student that is homeless. If a district has 0 homeless students the minimum set aside is \$35.
- [TransAct](#): This is a database of approved forms that is required by the OPI. Forms are customizable to your school. Please assure your school district is using them we will ask you to submit them as part of your monitoring. For the McKinney Vento Act you need the following
 - Form HS-01: Public Notice: Education Rights of Children and Youth that are Homeless
 - Form HS-02: Referral: Child or Youth who may be Homeless
 - Form HS-03: This form should be a part of your enrollment packet. It is an excellent first step in identifying students experiencing homelessness.
 - Form HS-04: Notice of Educational Services for Children and Youth that are Homeless
 - Form HS-08: Notice of Duties of District Liaison for Students that are Homeless
 - Form HS-10 (high schools): Documentation of Independent Student Status for FAFSA: Unaccompanied Youth that is Homeless

If you don't have a TransACT account:

- Navigate to the [TransACT](#) website.
- click on Create an account.
 - If you aren't able to "create" an account, please call TransACT to set one up. It is super easy!
 - **Questions?** Contact TransACT
- Customer Care at support@transact.com or (425) 977-2100, Option 3

- Handbook: Please be sure your handbook reflects the McKinney-Vento Act and your policies for students who are homeless. Your handbook should display student rights and contact information for liaisons at minimum.
- School Board Policy: Verify that your district has adopted board policy 3125(F) It should be updated/adopted after 10/2016. Montana School Board Association [model policy is here for an example.](#)
- Liaison should have documentation of 3 hours of professional development or 7 hours if you are a McKinney-Vento grant recipient. **(This documentation should be kept for 3 years)**
- Liaison has documentation of delivering professional development to ALL staff in the district, yearly. **(This documentation should be kept for 3 years)**
- Liaison should have documentation such as email, phone logs of coordination between food service or transportation for students experiencing homelessness. **(This documentation should be kept for 3 years)**
- Liaisons should document emails or communication between yourself and teachers, staff, State Coordinator, or community organizations to support homeless students/families to connect with resources ensuring student access to sports or other extra-curricular activities. **(This documentation should be kept for 3 years)**
- OPI brochures and posters should be posted around the school, office, and even some community locations.

[Brochures](#) in English, [Brochures](#) in Spanish

[Posters](#) in English, [Posters](#) in Spanish

- For High schools: Keep documentation of college preparation nights (flyers or meeting agendas)