

**Arkansas Department of Education
McKinney-Vento Education for Homeless
Children and Youth Grant**

McKinney-Vento Homeless Assistance Act, Subtitle VII-B
Reauthorized December 10, 2015 by Title IX, Part A of the
Every Student Succeeds Act

2019-2022 Projects

APPLICATION INFORMATION	
Amount Requested: \$ 50,000	Applicant Federal ID # 726020978
School District / Fiscal Agent: Fort Smith Public School District LEA # 66-01	
Mailing Address: P.O. Box 1948, 3205 Jenny Lind	
City, State, Zip: Fort Smith, AR 72902-1948	
County: Sebastian	
Education Service Cooperative: Western Arkansas Education Service Cooperative, Branch 72928	

PROJECT INFORMATION	
Title of the Project: Fort Smith Public Schools Families in Transition Program	
Name & Title of Contact for Grant(Liaison): Sarah Biggs, Supervisor of ECE, Parent and Community Services	
Mailing Address: 811 North T Street	
City, State, Zip: Fort Smith, AR 72904	
E-mail Address: sbiggs@fortsmithschools.org	
Phone: 479-784-8182 ext: 3533	Fax: 479-709-6001
Name & Title of Grant Writer: Sarah Biggs, Supervisor of ECE, Parent and Community Services Jeanne Carroll, Families in Transition Liaison	
LEA FIT Liaison: Jeanne Carroll	
Mailing Address: 811 North T Street	
City, State, Zip: Fort Smith, AR 72904	
E-mail Address: jcarroll@fortsmithschools.org	
Phone: 479-784-8182 ext: 3529	Fax: 479-709-6001
Proposed Project Dates: (start date): July 1, 2019	(end date): June 30, 2022

ESTIMATED FUNDS SET-ASIDE FOR THE USE WITH HOMELESS CHILDREN & YOUTH
Requested McKinney-Vento Funds: \$50,000
Federal Title I Funds: \$55,783.41
Emergency Youth Shelter Educ. Service Funds: \$46,181.91
State Funds:
Local Community Funds:
Applicant (LEA) Funds:
Other _____ Funds:
TOTAL FUNDS: \$

AUTHORIZED REPRESENTATIVE

To the best of my knowledge and belief, all data in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances and certifications if the assistance is awarded.

_____ _____
 Dr. Doug Brubaker Dr, Sarah Biggs
 LEA Superintendent (Printed) LEA FIT Liaison Contact Person (Printed)

_____ _____
 LEA Superintendent (Signature) LEA FIT Liaison Contact Person (Signature)

**MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN
AND YOUTH PROJECT**

PROJECT INFORMATION

SCHOOL DISTRICT / (FISCAL AGENT):

Fort Smith Public School District

PROJECT TITLE:

Fort Smith Public School District Families
in Transition Program

284 Number of homeless children and identified in APSCN for the 2017-2018 school year.

GRADE / AGE Homeless Children & Youth FY 2017-18	# Living in Shelters (Shelters, transitional housing)	# Living Doubled Up (e.g. living with another family)	# Living Unsheltered (e.g. cars, parks, campgrounds, temporary trailer, or abandoned buildings)	# Living in Hotels or Motels	# UHY	Approximate # Number to be Served by Project FY 2019-2020
PRESCHOOL (birth-age 4)	22	36	1	8	7	74
ELEMENTARY (K-5th)	26	76	7	18	19	146
MIDDLE/JUNIOR HIGH (6th-8th)	8	44	3	4	7	66
HIGH SCHOOL (9th-12th)	8	30	2	5	21	66
TOTALS:	64	186	13	35	54	352

***NEEDS ASSESSMENT**

Describe who were surveyed regarding the needs of homeless children & youth for the homeless project: (Check all that apply)

- PK-8
- 9-12 Teachers
- Homeless Students
- Business Rep.
- PK-8 Administrators
- 9-12 Building Administrators
- District-Level School Admin.
- School Board Members
- PK-8 Parents
- 9-12 Parents
- Advocacy Groups
- School Counselors
- Shelters
- Community Agencies
- Social Workers
- School nurses

Local input, as to the needs of homeless children & youth for homeless project, was gathered by the following methods: (Check all that apply)

- Interviews
- District Data Analysis
- Surveys/Questionnaires
- District Data Reports
- Focus Groups/Discussions

The following needs for homeless children & youth and families have been identified: (Check all that apply)

- Additional academic instruction
- Age-appropriate social skills
- Parenting education
- Other: Food Assistance
- School materials & supplies
- Preschool experiences
- Excess transportation cost
- Other: Housing
- Homeless coord./advocates
- Medical, dental, mental needs
- Professional development
- Other: Utilities

COORDINATION OF SERVICES

The Homeless Children & Youth Project will coordinate with the following: (Check all that apply)

- Title I (district and building levels)
- Title II (Professional Development)
- Title V
- Pupil Transportation
- Shelters
- Community Agencies
- Division of Human Services (DHS)
- Head Start Program
- Arkansas Better Chance (ABC)
- Workforce Education
- Medical, Dental, Mental Health
- Title IV (SDFSC)
- District Funds
- Other State Funds

MCKINNEY-VENTO HOMELESS EDUCATION GRANT ASSURANCES

The local school district receiving McKinney-Vento funds agrees to:

1. √ Each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. √ The LEA will comply with all applicable supplement not supplant and maintenance of effort requirements. (a) The control of funds provided under each program and title to property acquired with program funds will be in a public agency, a non-profit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; (b) The public agency, non-profit private agency, institution or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing law.
3. √ The LEA will adopt and use proper methods of administering each such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
4. √ The LEA will cooperate in carrying out any evaluation of each such program conducted by, or for, the State educational agency, the Secretary, or other Federal officials.
5. √ The LEA will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program.
6. √ The LEA will: (a) submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and Secretary to perform their duties under each such program; and (b) maintain such records, provide such information and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties.
7. √ The LEA has consulted with teachers, school administrators, parents, and others in the development of the local consolidated application/LEA Plan to the extent required under Federal law governing each program included in the consolidated application/LEA Plan.
8. √ Before the application was submitted; the LEA afforded a reasonable opportunity for public comment on the application and considered such comment.

Superintendent Signature	Date

School District: Fort Smith Public Schools

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

1. The LEA will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.
2. The LEA will designate an appropriate staff person as an LEA liaison for homeless children and youths, to carry out the duties described. 42 U.S.C. § 11432(g)(6)(A)
3. The LEA will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin in accordance with the provisions in Section 42 U.S.C. § 11432(g)(1)
4. The LEA will adopt policies and practices to ensure immediate enrollment of homeless children and youth in accordance with all applicable statutes, regulations, program plans and applications.

BOARD APPROVAL AND SUPERINTENDENT'S SIGNATURE

The School Board of Fort Smith Public Schools approve and record in its minutes the set of assurances stated above at a meeting that will be held on _____ .

Dr. Doug Brubaker

Superintendent (Typed Name)

Superintendent Signature

Date

Table of Contents for the McKinney-Vento Education Proposal

Complete the Table of Contents in alignment with the submitted proposal. Please submit proposal in the following order and insert page numbers to indicate where these sections are located. **All of the following are required forms and must be returned with the proposal.**

- Application Information cover page page _____
- Project Information page _____
- McKinney-Vento Assurances page _____
- Assurance Policies of the Local Educational Agency page _____
- Table of Contents page _____
- Program Abstract page _____
- Program Narrative page _____
- Attachments**
- LEA Policy & Practices (1) page _____
- Needs Assessment – copy & results (2) page _____
- LEA Program Staff Information (3) page _____
- McKinney-Vento Standards and Indicators of Quality (4) page _____
- Itemized Budget Form (5) page _____
- Budget Justification Summary (6) page _____
- Collaboration Documentation (7) page _____
- Title I Set-Aside Information (8) page _____
- FIT Liaison Information (9) page _____

**McKINNEY-VENTO HOMELESS EDUCATION GRANT
2019-2022 PROGRAM ABSTRACT**

Name of Program Fort Smith Public Schools Families in Transition Program
County Sebastian
School District Fort Smith Public Schools LEA # 66-01

LEA FIT Liaison Jeanne Carroll
Mailing Address 811 North T Street
Fort Smith (Street) AR 72904
(City) (State) (Zip)
Telephone (479) 784-8182 ext: 3533 FAX (479) 709-6001
Email jcarroll@fortsmithschools.org
Number of identified homeless students: _____
Poverty rate for district: 72%

**MCKINNEY-VENTO HOMELESS EDUCATION GRANT
2019-2022 PROGRAM ABSTRACT**

- Abstract Describing Program and Services

The Fort Smith Public Schools (FSPS) Families in Transition (FIT) is a program that ensures that children and youth experiencing homelessness are provided opportunities for the same high-quality, appropriate education as the general student population. Through collaboration with school personnel, local homeless shelters and service providers, students experiencing homelessness become identified and immediately enrolled in school. Special attention is provided to the placement of unaccompanied youth. Students receive backpacks, school supplies, hygiene supplies, age-appropriate dictionaries and books, as well as referrals for preschool, housing, clothing, food, haircuts and health services. The FIT Program utilizes the services of the Children's Service League and the Community Services Clearinghouse to ensure homeless students have clothing and weekend meals. Transportation to and from school is provided as necessary. The FIT Liaison provides initial visits for Parents as Teachers (PAT) to support the academic efforts of preschool children who are experiencing homelessness. Summer activities are available through the (FIT) program and the Fort Smith Boys and Girls Clubs. Staff development is provided to school personnel and area organizations to promote awareness of the unique needs of homeless students and laws protecting the rights of students who are experiencing homelessness. Staff development also provides school staff with information regarding processes to follow when referring students for homeless services and the availability of community resources. The FSPS FIT program provides homeless students with the opportunity to meet the same academic achievement standards to which all students are held.

- Evidence/Data Supporting Success of the Project

The FIT Liaison, school personnel and local agencies work collaboratively to ensure that students experiencing homelessness are supported in their academic endeavors. During the 2017-2019 school year, 284 students (birth to 12th grade) were identified in Fort Smith as meeting the federal definition of homelessness. Students experiencing homelessness were immediately enrolled and allowed to attend classes, even when required documentation was not readily available. Each K-12 homeless student received free school supplies through the FIT Program, as well as free breakfast and lunch through the District nutrition program. Every child enrolled in the FSPS FIT program received basic hygiene supplies and many were provided with clothing, food, and housing assistance through collaboration with area service agencies. Community referrals were made for students/families experiencing homelessness.

Program Narrative Guide

Section I: MEETING THE PURPOSE OF THE AUTHORIZING STATUTE

A. LEA Requirements

- LEA Policy and Practices – *(Attachment 1)*

The Fort Smith Public Schools (FSPS) Homeless Education Program (FIT) is designed to ensure students experiencing homelessness are provided with quality educational and supportive services. District McKinney-Vento policies and procedures are reviewed annually by the district FIT Liaison, the Supervisor of the FIT program and the Director of Student Services. After the review, policies and procedures are provided to the FSPS Board of Education for their review, consideration and approval. Reviewing policies and procedures ensures students encounter no barriers to enrollment and are provided enriching educational opportunities. The Fort Smith School District strives to ensure each student experiencing homelessness are provided with appropriate assistance and guidance to enable them to succeed in school. The FSPS McKinney-Vento Policy and Procedures are provided the [Appendix, Required Attachment 1](#). The policy, provided in English and Spanish, adheres to removing barriers for students experiencing homelessness, defines the term, “homeless children and youth,” identifies staffing and transportation needs.

FSPS LEA has a district FIT liaison who collaborates with each school building LEA FIT liaison and orchestrates services for each student. Enrolling a student with sufficient paperwork is a huge barrier for many families experiencing homelessness. FSPS removes that barrier by immediately enrolling students who are experiencing homelessness. FSPS students, identified as homeless, immediately attend class and participate fully without the required documents such as proof of residency, immunization records, birth certificates and/or social security cards. In the

event that the school of origin is unable to obtain records from the student's prior school of attendance, the district FIT Liaison assists in obtaining these documents. The district FIT Liaison frequently communicates with school office personnel to ensure that these procedures are correctly applied. When needed, the FIT Liaison is available to assist families and unaccompanied youth with school enrollment. Children and youth experiencing homelessness are not separated from school programs or stigmatized because of their homeless status.

Once obtained, student records are maintained by the individual building LEA. These records include: health/immunization documents, academic records, birth certificates, guardianship documents and evaluations for special services/programs. When a student transfers to a different school within the District, the receiving school requests the student's records from the sending school. Records are sent and received in a timely manner. In addition to documents maintained by each LEA, the FIT Liaison maintains copies of forms and documents provided for use by the Arkansas Department of Education Office for the Education of Homeless Children and Youth. Student files contain a signed copy of the Educational Rights for Students Experiencing Homelessness, the FSPS FIT form, Individual Service Record, Head Start referral form, PAT referral form, Community Mentor Program forms, Department of Health and Human Services documents, Salvation Army forms, Community Services Clearinghouse forms and holiday assistance forms, as appropriate. Additional documents are provided to the building LEA, upon the consent/request of the parent or unaccompanied youth. Copies of the FSPS FIT form and Individual Service Record are provided in the Additional Attachments section as [Attachments 17-18.](#)

Students who are identified as experiencing homelessness under the McKinney-Vento Homeless Assistance Act are allowed to remain in their school of origin for as long as they are experiencing homeless or, when permanent housing is found, for the remainder of the school year. Students are allowed to remain in their school of origin the following academic year if homelessness occurs between school years. When feasible, cooperation among area school districts enables children experiencing homelessness to remain in their school of origin, even if they have moved out of their home district. Students who are experiencing homelessness are allowed to transfer from their school of origin to the local school in the area in which they are living at the request of the parent, guardian or unaccompanied youth. The FIT Liaison provides additional guidance to unaccompanied youth regarding school attendance decisions.

Each homeless family and unaccompanied youth signs and receives a copy of the Educational Rights of Students Experiencing Homelessness in their native language. These rights are also included in the FSPS FIT brochures. The FIT Liaison discusses the rights with each homeless family and unaccompanied youth to ensure familiarity and understanding. The rights and brochures are provided in the Additional Attachments section as [Attachments 11-16a](#).

Section I: MEETING THE PURPOSE OF THE AUTHORIZING STATUTE

B. Comparable Services

WHAT WILL WE DO WITH \$

One major barrier for students experiencing homelessness is transportation. Those identified as homeless are provided with necessary transportation to and from their school of origin. Transportation is provided through use of the FSPS Transportation Department, Fort Smith Public Transit vouchers and/or collaboration with surrounding school districts. [The](#)

transportation documentation is provided in Appendix: Emergency transportation to and from school is provided to Fort Smith students through use of the Fort Smith Transit.

Students enrolled in FSPS FIT have access to the same supplemental programs as other students and, in many instances, receive additional support. Homeless students may participate in special programs for which they qualify, including services for English language learners (ELL), special education, migrant services, gifted and talented, vocation/technical education, Parents as Teachers (PAT), FSPS preschool, Head Start, Title I and other support programs. Since the district receives Title I funding, all students experiencing homelessness receive Title I services if academic needs are identified. The FIT Liaison works with parents of homeless students, school personnel and special programs personnel to ensure homeless students receive all desired services for which they are eligible. Homeless students who are attending FSPS have the opportunity to meet the same high academic achievement standards as all students

Upon enrollment, FIT students are coded in eSchool so the barrier of receiving free breakfast and lunch through the school nutrition program is addressed. Students are provide a free identification card, which allows them to scan as “payment” for meals. The ability to scan this card provides privacy for a student experiencing homelessness. Meals are provided throughout the school year with extended services during the summer. School meals are based on USDA guidelines that are consistent with Dietary Guidelines for Americans.

Students who are living in homeless situations have the right to preschool services.

WHAT DOES JEANNE DO?

Section II: EXTENT OF NEED FOR THE PROJECT

A. Assessment of Educational and Related Needs

- Needs Assessment – *(Attachment 2)*

In order to properly evaluate the Fort Smith Public Schools Homeless Education Program, an open door communication policy between the Supervisor of Early Childhood Education (ECE), Parent and Community Services and the FIT Liaison exists. In addition, a survey/needs assessment is distributed to District personnel, community agencies and parents of students experiencing homelessness to gauge the effectiveness of FIT. These results are analyzed and their content guides the development of program goals and objectives. Please refer to the Appendix, Required Attachments 2 for a copy of the listed needs assessment and their results.

FSPS school personnel are provided annual training and information on the identification and rights of homeless students. Due to the large variation in the circumstances of the homeless population, homeless students in the district are identified in several different ways. Often, students are identified as living in a homeless situation by school office personnel at the time of school enrollment. In addition, school guidance counselors, teachers, principals and school office personnel learn of a students' homeless status directly from students. This information is promptly conveyed to the building LEA FIT Liaison, in turn, they will notify the district FIT Liaison. Frequently, local emergency shelters and homeless providers will notify the FIT Liaison of homeless children and youth. The FIT Liaison regularly distributes informational fliers and posters about the FIT to area hotels, motels, homeless camps, service providers and shelters. As a

result of these publications, many parents, guardians and unaccompanied youth contact the FIT Liaison directly. Copies of the fliers and posters are provided in the [Additional Attachments section as Attachments 19-23](#).

Each school in the District has a FIT building-level contact person. These individuals act as a link between the FIT Liaison and the school. Each month, building level contacts receive a list of homeless students enrolled in their school. It is the responsibility of these contacts to ensure that the list is accurate and to inform the district FIT Liaison of any changes to homeless enrollment. In addition to this monthly review, District-wide homeless enrollment is reviewed on a quarterly basis through collaboration with the District Student Services Department. This communication enables FIT to better track student attendance and to guarantee that students are receiving all appropriate and needed services. [The Contact List for FY19 is provided in the Additional Attachments section as Attachment 24](#).

Although the living situations of Fort Smith's homeless children and youth vary, the majority of homeless students in the Fort Smith Public Schools are identified as living doubled-up with friends or family or in a hotel/motel. A large number of the homeless students in Fort Smith are awaiting foster care placement. A smaller percentage of homeless students are identified as living unsheltered, in inadequate housing or in an emergency shelter. There are a few students each school year who are considered unaccompanied youth.

[During the 2017-2018 school year, FSPS FIT identified](#) and served a total of 284 homeless children and youth. An additional students were staying at the Children's Emergency Shelter while awaiting foster care placement. There were also girls residing at the Girls Shelter. Based on program records for 2017-2018, it is anticipated that FSPS FIT will again serve more than 350 homeless students during the 2019-2020 school year.

Section II: EXTENT OF NEED FOR THE PROJECT

B. Program Description

The FSPS FIT Program has been, and will continue to, provide extensive services for student experiencing homelessness. The FIT Liaison, along with school personnel, such as administration and school counselors, assist unaccompanied youth when addressing educational decisions based on individual needs. This specialized attention helps youth make the best choices possible. Unaccompanied youth also receive assistance with transportation to and from their school of origin. In addition, the FIT Liaison assists unaccompanied youth with college enrollment and referrals to other service providers to further assist them with issues such as housing. Example referral letters are provided in the Additional Attachments section as Attachment 25-28.

Social Workers

IF”S...

During the summer, FSPS FIT provides homeless students the opportunity to participate in the Scholastic’s “My Books” summer activity. The program is coordinated by the FIT Liaison and serves children who are residing in local shelters, which include the Donald W. Reynolds Crisis Intervention Center, the Community Rescue Mission and the Salvation Army. All activities have a literacy focus such as daily journaling, book sharing and interactive literacy between the parent and child. ADD HERE

The Supervisor of Early Childhood Education, Parent and Community Services provides annual training to District Administrators, Principals and Secretaries. The FIT Liaison provides annual training to other school personnel, including counselors, teachers and social workers. The

FIT Liaison also provides training for area organizations upon request from the agency, including the Donald W. Reynolds Crisis Intervention Center, Next Step Homeless Services Agency and the Fort Smith Christian Women's Job Corps.

Upon enrollment, parents of students experiencing homelessness are informed of their child's rights under the McKinney-Vento Homeless Assistance Act and are given a copy for their records. They receive information from the FIT Liaison pertaining to topics such as budgeting [MORE HERE](#). Parents of preschool children are invited to participate in PAT visits and parent meetings. All parents are encouraged to attend District parent-teacher conferences and parent meetings, which are provided by the FIT Liaison. Transportation vouchers for the Fort Smith Public Transit are offered to families who need assistance. Parents may obtain educational materials from their child's school, which will help them assist their child with homework.

The FSPS FIT is designed to ensure each homeless student is provided necessary and appropriate

JOB DUTY: The Supervisor of ECE, Parent and Community Services and the FIT Liaison are responsible for ensuring the FSPS District complies with all aspects of the McKinney-Vento Homeless Assistance Act and makes certain children and youth receive necessary academic supports. The FIT Liaison works closely with school personnel, educators and support staff to make sure children and youth are promptly identified, monitored for academic success and that all appropriate paperwork and documentation is completed. The FIT Liaison serves as a link between the community and the school to ensure families are receiving all available assistance for which they are eligible. The FSPS FIT Liaison often times, provides professional development for districts and/or coops in addition to presenting at the State Conference. The FIT Liaison and/or Supervisor attend all McKinney-Vento grant-required conferences and trainings. A job description for the FIT Liaison is included in the Additional Attachments section as Attachment 55.

FSPS FIT is supported by highly qualified staff. The Supervisor of the program has an advanced degree and is licensed by the Arkansas Department of Education. The FIT Liaison has a Bachelor's degree in Organizational Management and has served the District in this position for thirteen years. As required by the grant, FIT staff attended the National Association for the Education of Homeless Children and Youth (NAEHCY) conference. The Financial Secretary has eighteen years experience in bookkeeping. Additional information is provided in the Appendix as Required Attachments 3, 4-4a. Please refer to Additional Attachments, Attachments 56-57 for conference attendance documentation.

The McKinney-Vento Standards and Indicators of Quality are completed as required. Activities, personnel responsible, timelines, projected number of participants, and evaluation plans are provided. Please refer to the Appendix and review Required Attachment 5.

The October 1 and quarterly FIT Student Reports submitted to the ADE are provided along with the portion of the FSPS ACSIP which address children and youth. It should be noted that children under the age of school attendance are not included in APSCN, the ADE reporting database, from which these reports are generated. The referenced documents can be found in the Appendix as Required Attachment 6.

A plan for rigorous and objective evaluation of FSPS FIT is provided in detail under Section II of this proposal as well as the evaluation section of the McKinney-Vento Standards and Indicators of Quality. The evaluation components involve input from all stakeholders and provide assessment of all aspects of the program and services. A review of the McKinney-Vento Standards and Indicators of Quality provides specific measurable activities, plan of data collection and responsible personnel who will determine the effectiveness of the program.

The FSPS FIT program has been serving children and families experiencing homelessness in Fort Smith for many years. During this time, the program and services have grown tremendously. This growth is a result of both a rise in the population of Fort Smith and the program's increased ability to identify and serve students. Better organizational systems and more knowledgeable staff have led to a greatly strengthened program. Through partnerships with community services and organizations and through the use of McKinney-Vento grant funds, FSPS has been able to provide children and youth with a broader range of assistance. The

combined effort of school personnel and area agencies has proven the strong commitment each has in serving our homeless population.

Section II: EXTENT OF NEED FOR THE PROJECT

C. Coordination with Existing Resources

Explain the extent to which the homeless students will be integrated within the regular education program including Title I; preschool; special services; and other local/state/federal programs offered in the community.

Describe the coordination and collaboration with the local social service agencies and other agencies or programs providing services for children, youth, and families.

Identify the types, intensity, and coordination of the services that will be provided.

The FIT Liaison provides homeless families and unaccompanied youth with information and referrals for area services. Each year, the United Way of Fort Smith Area, Inc., in conjunction with the FSPS FIT Liaison, updates a resource manual that includes information on all area service providers. Through use of McKinney-Vento funds, FSPS FIT provides a copy of the resource manual to each homeless family and unaccompanied youth. Additional collaboration between FSPS FIT and area service providers has created direct referral systems for several local programs such as the Community Services Clearinghouse, Hope Chest Clothes Closet, Fort Smith Boys and Girls Clubs, and Head Start.

The FSPS FIT liaison works closely with community homeless providers, agencies and services. These groups provide homeless families with needed services beyond the scope of the

FIT. The FIT Liaison is an active member of the Old Fort Homeless Coalition (OFHC) Continuum of Care, where she serves on the Point-In-Time Homeless Count Committee, the 10-Year Plan Committee, and the Emergency Solutions Grant (ESG) Committee. Membership in the Continuum of Care and participation in these various community partner meetings provides strong and supportive links between the District and the community. In addition, the FIT Liaison serves on the Next Step Homeless Services Agency (formerly known as the Next Step Day Room) Board of Directors, where she also serves on the Human Affairs Committee. The FIT Liaison participates in the annual OG&E Community Roundtable meetings, the Child Care Aware (CCA) NWA and River Valley Board, where she serves as president, the Housing Preference Program (HPP), the FSPS School Nutrition and Physical Activity Advisory Committee (SNPAA), Salvation Army Women's Auxiliary, where she serves as treasurer, and the Child and Adolescent Service System Program (CASSP). The FIT Liaison served on the City of Fort Smith Homeless Task Force, which was formed to address the issue of homelessness in the community. The FIT Liaison participates in community activities outside of the program, such as Next Step Homeless Services Veteran 5K run and the Salvation Army's Angel tree distribution and kettle bell ringing. Because of the FIT Liaison's collaboration with the Next Step Homeless Services, an article was written in the local paper. The Southwest Times Record interviewed the FIT Liaison and printed an article talking about the collaboration between the two programs, FSPS FIT, McKinney-Vento Homeless Assistance Act, and the FIT Liaisons role, not only in the schools, but in the community. The article raised awareness and understanding to the homeless population's fastest growing segment: the children Attachment 58.

The FIT Liaison attends the Partners In Education (PIE) Back-to-School Planning Conference at the beginning of each school year. During this time, the FIT Liaison is able to visit

with Partners about needs for the upcoming year. Sam's Club and United Way serve as Partners for FIT. These organizations provide donations and volunteer support to FIT. A copy of the OFHC membership and other documents supporting the FIT Liaison's participation are provided in the Additional Attachments section as Attachments 29-45.

There are many partnerships between FSPS FIT and the Fort Smith community. The Children's Service League provides each child experiencing homelessness child with new or slightly used clothing and shoes. Food is distributed to families experiencing homelessness through collaboration with the Salvation Army and the Community Services Clearinghouse. The Clearinghouse also provides weekend food to elementary school children experiencing homelessness through the *Meals for Kids* Backpack Program. Every child age birth to four enrolled in FIT receives free books from United Way through Dolly Parton's *Imagination Library*. Brochures are provided in the Additional Attachments section as Attachments 46-48.

The Fort Smith Boys and Girls Clubs provide membership scholarships for their after-school and summer programs to any student referred by FIT. These scholarships provide students experiencing homelessness enriching social and academic opportunities. The Community Services Clearinghouse and Next Step Homeless Services provide families experiencing homelessness with case management and referrals for employment, housing and other assistance. An agreement has been established between Head Start and FSPS FIT to ensure preschool children experiencing homelessness are given priority in Head Start enrollment. A copy of the agreement and a referral form is provided in the Additional Attachments section as Attachments 49-50b.

The Salvation Army, Community Rescue Mission and the Crisis Center for Women provide families with information regarding FSPS FIT. Other local agencies, such as those referenced throughout this proposal, also refer families to the FSPS FIT.

In addition to collaborating with area service providers and agencies, FSPS FIT ensures students experiencing homelessness have access to existing District programs. Students are given enrollment priority in the FSPS PAT Program and Preschool Program. Families are invited to attend all parent involvement activities held by the PAT and Preschool programs. Other District supplemental programs are available to any qualifying student and/or their family. A copy of the PAT brochure is provided in the Additional Attachments section as Attachments 51-51a. Please refer to the Appendix, Required Attachments 8 for copies of the collaborative forms.

academic support. Each FIT student receives a backpack and all required school supplies at the time of enrollment. Because each grade at each elementary school requests different school supplies for students, this task can be complicated. Procedures have been adopted to make certain that the FIT Liaison has copies of the school supply lists well in advance of the start of each school year. Additional school supplies are provided to students experiencing homelessness throughout the year, as needed. Materials and supplies for art, science fair and other school projects are provided to students at the request of the classroom teacher, parent, guardian or unaccompanied youth. In addition, age-appropriate reference books, including dictionaries and thesauruses, are provided to each family to assist students with studying and homework.

To allow students experiencing homelessness to feel more comfortable in a school setting, necessary hygiene supplies are provided by FIT. Each student receives a toothbrush, toothpaste, soap, a washcloth, shampoo and a comb. Older students are also provided deodorant

and, when appropriate, feminine hygiene supplies. Haircut vouchers to Arthur's Beauty College are provided to each student enrolled in the FSPS FIT. Lice removal kits are available for families, as needed. A copy of the haircut vouchers is provided in the Additional Attachments section as Attachment 52.

The FIT Liaison is a PAT certified parent educator and can provide the initial visit to families with prenatal to five year old children. Referrals are made to the FSPS PAT program to support these parents and enable them to be successful in their role as their child's first and most important teacher. In addition to PAT, the FIT Liaison assists families with accessing other preschool services, such as Head Start and FSPS preschools.

Students will be offered tutoring based on the need for services. The FIT Liaison and the school counselor will collaborate together to determine which children are in greatest need of tutoring sessions. Tutoring may be in reading, writing or math and sessions may last anywhere from 20 minutes to an hour, depending on individual student's need. Sessions will be held weekly. Tutors will be provided materials and supplies.

Through collaboration with local shelter providers, tutoring programs will also be implemented within area shelters, such as the Children's Emergency Shelter, the Salvation Army, the Donald W. Reynold's Crisis Intervention Center and the Community Rescue Mission. Children living in shelters have difficulty finding a peaceful, quiet place to study and do homework. This makes it very hard for the child to focus on what needs to be learned. Parents of children experiencing homelessness many times are not able to help their child with homework and studying. The parent may be too tired from working multiple jobs or from taking care of the siblings. Or the parent(s) may be illiterate themselves or have low educational background(s).

Therefore, school may be the only learning experience they get, which many times is not enough when a child is struggling academically.

The FIT Liaison will work with the shelters to arrange such places for the students to be able to do homework and have tutoring services. Tutoring services will allow child(ren) additional learning experiences where the child(ren) is able to focus, ask questions and get the educational support they deserve.

Each year, area organizations contact the FIT Liaison requesting to provide winter holiday gifts for Fort Smith's children. The parents and guardians of children and youth are sent fliers for Salvation Army Christmas Assistance. Grace Community Church collects donations from its congregation and provides additional gifts for Fort Smith's children. The Community Services Clearinghouse provides interested families with turkeys and other holiday food. Examples of holiday assistance fliers, forms, and documentation are provided in the Additional Attachments section as Attachments 53-54a.

Section III: PROJECT DESIGN

A. School Plan

- LEA Program Staff Information – *(Attachment 3)*
- McKinney-Vento Standards and Indicators of Quality – *(Attachment 4)*

Section III: PROJECT DESIGN

B. Evaluation – (Brief Narrative)

Section IV: REASONABLENESS OF BUDGET AND JUSTIFICATION

*Presentation and justification of the reasonableness of the budgeted items as they relate to the proposed activities and services incorporated throughout the complete narrative. Include allowable costs for project of the target population. ***No indirect cost, professional grant writer fee, cell phone or vehicle may be charged to this grant.***

A. Project Budget – (Brief Narrative and Attachment 5) Itemized Budget Form – *(Attachment 5)*

a prorated full time equivalent (FTE) of a financial secretary. With the escalating number of homeless children and youth in the FSPS District, it is imperative to have a full-time FIT Liaison. Without a full-time liaison, these students and their families would not receive the much-needed services provided thus far. The FIT Liaison not only ensures student's educational rights and needs are met, but also works with families in the hope of assisting them out of homelessness through community partnerships. Current records indicate 70 families and 179 children have moved into stable housing due to the collaborative efforts of the FIT Liaison and area agencies. Collaborative forms are provided in the Appendix, Required Attachment 8.

Necessary materials and supplies to support services to homeless children and their families are the second largest planned expenditure. Professional development set-aside ensures funds for participation in required conferences and meetings. Title I set-aside funds and related

grant funds will be used to cover additional materials and supplies needed to support program services. A more detailed explanation of planned expenditures is provided in the Appendix, Required Attachments 6 and 7.

Section IV: REASONABLENESS OF BUDGET AND JUSTIFICATION

B. Budget Justification – (Brief Narrative and Attachment 6)

Budget Justification Summary – (*Attachment 6*)

Section V: Appendix (FORMS AND DOCUMENTATION)

- LEA Policy and Practices – Attachment 1
- Needs Assessment – Attachment 2
- LEA Program Staff Information – Attachment 3
- McKinney-Vento Standards and Indicators of Quality – Attachment 4
- Itemized Budget Form – Attachment 5
- Budget Justification Summary – Attachment 6
- Collaboration Forms – Attachment 7
- Title I and McKinney-Vento Coordination – Attachment 8
- FIT Liaison Information – Attachment 9

ATTACHMENT #1

Insert a copy of the “LEA Policy and Practices” addressing barriers of homeless students in the district. This Policy should reflect specifics for the district and not be a “cookie cutter” policy. Specify when the district policy was last reviewed and updated.

ATTACHMENT #2

Insert a copy AND the results of the “Needs Assessment” document utilized to gather information and direct the proposed project to provide services for the homeless children, youth, and their families in your local area.

ATTACHMENT #3

LEA Program Staff Information Providing Services for Homeless Children and Youth

District Name _____ Fort Smith Public Schools _____

LEA # __66-01_____

PROGRAM STAFF

Full Name of Staff Members	Assignment	Education Background (Degree, major, college hours, etc.)	Work Site	Total Annual Contract Salary		Program FTE (Full-time equivalent)	# of Months on Contract
				McKinney-Vento Homeless Funds (Not more than 50%)	Other Funds Supporting Project		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Kellie Cohen	Director	Ph.D.,	Parker Center	\$0		.05	12
Sarah Biggs	Supervisor	Ed. D., Lamar University	Parker Center	\$0	\$6,651.73	.05	12
Dawn Eacret	Federal Funds Accountant	Master's in Accounting	Parker Center	\$0	\$4,401.34	.05	12
Jeanne Carroll	Liaison	Bachelor of Science in Organizational Management	Parker Center	\$.05	10
Cindy Bodine	McKinney-Vento Financial Secretary	16 years' experience in bookkeeping	Parker Center	\$5,030.02	\$40,466.74	.10	12

Becky Mankins	Title I Financial Secretary						12
26 LEA Secretaries		Minimum/Associate Degree or pass the Para Praxis Pro	Building LEA				10
26 LEA FIT Liaisons		Minimum/Associate Degree or pass the Para Praxis Pro	Building LEA				10
26 LEA Counselors		Minimum of Bachelors Degree/Arkansas Teaching License	Building LEA				10.5
Social Workers		Minimum Bachelors Degree	Student Services/Building LEA				10
TBD	Tutoring Services	Associate/Bachelor Degree	TBD				Hourly

(Reproduce form as needed.)

ATTACHMENT #4- ALL 16 STANDARDS

McKINNEY-VENTO STANDARDS AND INDICATORS OF QUALITY FORMS

INDICATORS FOR McKINNEY-VENTO HOMELESS EDUCATION CAN BE FOUND AT
<https://nche.ed.gov/monitoring-and-evaluation/>

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 1: All homeless students participate fully in school.

Indicator: Within one full day of an attempt to enroll in school, children and youth experiencing homelessness will be in attendance.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Upon enrollment in school, all students will be asked to complete the Homeless Education Program enrollment form.	Homeless Liaison, School Counselors, Registrars, and Secretaries	July 1, 2019- June 30, 2022	352	Enrollment forms will provide parents with an easy to understand definition of the term “homeless children and youth” and will allow for a more accurate District homeless count.
2. School will contact the Homeless Liaison upon the enrollment of students experiencing homelessness.	Building Level Contact Persons	July 1, 2019- June 30, 2022	352	The Homeless Liaison will document the school’s contact on each student’s individual service record.
3. Homeless Liaison will assist in obtaining all student records by contacting the appropriate agencies/office.	Homeless Liaison	July 1, 2019- June 30, 2022	352	Information regarding the request for records will be documented on each student’s individual service record.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 2: All Homeless students show academic progress.

Indicator: Percent of homeless students who advance to the next grade without being retained compared to the rate for all students in the LEA who advance to the next grade.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Staff will update student progress in eSchool and code the next grade level. The FSPS district FIT Liaison will pull eSchool records to compare.	Homeless Liaison, School Counselors, Registrars, and Secretaries	July 1, 2019- June 30, 2022	352	eSchool records will be obtained by the FSPS district FIT Liaison. Students enrolled in the FIT program will be compared to the rate of all students advancing to the next grade.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 2: All Homeless students show academic progress.

Indicator : Percent of homeless students who graduate from high school compared to the rate for all students who graduate from high school.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Staff will update student progress in eSchool and code the next grade level. The FSPS district FIT Liaison will pull eSchool records to compare.	Homeless Liaison, School Counselors, Registrars, and Secretaries	July 1, 2019- June 30, 2022	50	eSchool records will be obtained by the FSPS district FIT Liaison. Graduating Students enrolled in the FIT program will be compared to the overall graduation rate.

McKinney-Vento Education for Homeless Children and Youth

Standards and Indicators of Quality

Standard 3: The LEA identifies all homeless children and youth through outreach, including outreach to specific subgroups including preschool-aged children, unaccompanied homeless youth, out of school youth, and migratory children and youth.

Indicator: Percent of homeless children and youth identified by the LEA during a school year compared with the percent poverty in the schools district or community.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Homeless Liaison will annually generate reports for all students who have been identified as homeless. August 13, 2019-May 28, 2020	Eschool	August 13, 2019-May 28, 2020	325	Homeless Liaison will keep an ongoing spreadsheet of homeless students and youth who have been identified within the district.
2. Student Services Department will generate quarterly reports for all students currently identified as homeless. August 13, 2019-May 28, 2020	Eschool	August 13, 2019-May 28, 2020	325	Homeless Liaison will keep records of quarterly reports.
3. Student Services will provide data on students living in poverty. August 13, 2019-May 28, 2020	Census data on poverty	August 13, 2019-May 28, 2020	0	Homeless Liaison will keep records of Census data on poverty.

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 3: The LEA identifies all homeless children and youth through outreach, including outreach to specific subgroups including preschool-aged children, unaccompanied homeless youth, out of school youth, and migratory children and youth.

Indicator: Number of locations in the community where the LEA displays education rights posters for homeless children and youth compared to the number of locations in the community frequented by homeless children and youth and their families.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Education rights poster will be displayed in both English and Spanish in 25 of 25 locations in the community frequented by homeless children and youth and their families. July 1, 2019-June 30, 2020	Homeless Liaison’s list of community resources.	July 1, 2019- June 30 ,2020	325	Homeless Liaison will keep record of locations in which education rights posters were displayed.
2. Education rights posters will be strategically placed in laundry mats, libraries, shelters, homeless campus, motels, housing agencies, food banks, and day rooms. July 1, 2019-June 30, 2020	Community Rescue Mission Crisis Intervention Center Salvation Army Riverview Hope Campus	July 1, 2019- June 30 ,2020	325	Homeless Liaison will keep record of locations in which education rights posters were placed.

(Reproduce form as needed.)
(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 3: The LEA identifies all homeless children and youth through outreach, including outreach to specific subgroups including preschool-aged children, unaccompanied homeless youth, out of school youth, and migratory children and youth.

Indicator: Number of locations in the community where the LEA displays education rights posters for homeless children and youth compared to the number of locations in the community frequented by homeless children and youth and their families.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Homeless Liaison will make contact with 10 of the 10 housing and homeless service providers and coalitions in the community to request assistance and coordination in identifying homeless children and youth. July 1, 2019-June 30, 2020	Crawford-Sebastian Community Development Council Fort Smith Housing Authority Next Step Homeless Services Riverview Hope Campus Salvation Army	July 1, 2019- June 30, 2020	325	Collaboration forms Phone message logs

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 3: The LEA identifies all homeless children and youth through outreach, including outreach to specific subgroups including preschool-aged children, unaccompanied homeless youth, out of school youth, and migratory children and youth.

Indicator: Number of locations in the community where the LEA displays education rights posters for homeless children and youth compared to the number of locations in the community frequented by homeless children and youth and their families.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
	Community Rescue Mission Adult Education Center Crisis Intervention Center Old Fort Homeless Coalition Good Samaritan Clinic			

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 4: LEA removes barriers to enrollment for homeless students.

Indicator: 100% of homeless children and youth will enroll in school within one day of their attempt to enroll.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Upon enrollment in school, students will be asked to complete the Housing Information Form. August 13, 2019-May 28, 2020	Housing Information Form	August 13, 2019- May 28, 2020	325	Housing Information Forms will be placed each student’s individual file.
2. Schools will contact Homeless Liaison upon the enrollment of students experiencing homelessness. August 13, 2019-May 28, 2020	Housing Information Form Individual Student Log	August 13, 2019- May 28, 2020	325	Homeless Liaison will document the school’s contact on each student’s individual service record.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 4: LEA removes barriers to enrollment for homeless students.

Indicator: 100% of students will be placed in classes within one day of enrollment.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Upon enrollment in school, students will be asked to complete the Housing Information Form. August 13, 2019-May 28, 2020	Housing Information Form Excel Spreadsheet	August 13, 2019- May 28, 2020	325	Housing Information Forms will be placed in Each student’s individual file.
2. Schools will contact Homeless Liaison upon the enrollment of students experiencing homelessness. August 13, 2019-May 28, 2020	Housing Information Form	August 13, 2019- May 28, 2020	325	Homeless Liaison will document the School’s contact on each student’s individual service record.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 4: LEA removes barriers to enrollment for homeless students.

Indicator: There will be zero complaints received during the school year related to enrollment barriers for homeless students.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator) Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Homeless Liaison will annually train school secretaries and registrars on enrollment rights and procedures for homeless students. July 1, 2019-June 30, 2020	Enrollment Procedures Housing Information Form Training PowerPoint	July 1, 2019-June 30, 2020	325	Homeless Liaison will keep training documents on file.
2. Schools will contact Homeless Liaison immediately as any issues arise upon the enrollment of students experiencing homelessness. July 1, 2019-June 30, 2020	Housing Information Form	July 1, 2019-June 30, 2020	325	Homeless Liaison will document the school's contact in each student's individual service record.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 4: LEA removes barriers to enrollment for homeless students.

Indicator: There will be zero monitoring findings by the Arkansas Department of Education related to barriers to enrollment for homeless students.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator) Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
3. Homeless Liaison will ensure that the educational rights and needs of homeless students will be met. July 1, 2019-June 30, 2020	Individual Student Logs Students files	July 1, 2019- June 30, 2020	325	Homeless Liaison will keep accurate files and documents for each homeless student.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 5: The LEA maintains all homeless students in their school of origin when in their best interest.

Indicator				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator) Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 6: The LEA provides homeless students all educational services for which they are eligible.

Indicator: Percent of homeless students who receive free meals within one day of when they are identified as eligible for McKinney-Vento Services.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator) Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
1. Staff will update student information in eSchool and identify students experiencing homeless with the appropriate code. The FSPS Nutrition department will code students in the Titan System used for coding meals. The Director of Nutrition will pull data reports from Titan and the district FIT Liaison will process data.	Homeless Liaison, School Counselors, Registrars, and Secretaries	July 1, 2019- June 30, 2022	352	The district FIT Liaison will compare the date of enrollment in eSchool to the date of the first meal provided by the district Nutrition Department.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 7: The LEA links homeless students and their families to community service.

Indicator : Percentage of homeless preschool-aged children eligible to attend preschool programs administered by the LEA and SEA who enroll in these programs.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Personnel Responsible <i>(By title)</i>	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
The FIT Liaison and Supervisor of ECE will document families with preschool children who are eligible to attend preschool services within the LEA.	Supervisor of ECE, Parent and Community Services. FIT Liaison	July 1, 2019- June 30, 2022	74	The FIT Liaison and Supervisor of ECE will document families with preschool children who are eligible to attend preschool services within the LEA. This information will be logged into a google document.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 7: The LEA links homeless students and their families to community service.

Indicator : Percent of homeless parents and guardians with preschool-aged children who are referred to community preschool programs, including Head Start and Early Head Start.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Personnel Responsible <i>(By title)</i>	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
The FIT Liaison and Supervisor of ECE will document families with preschool children who are referred to community preschool programs outside the LEA.	Supervisor of ECE, Parent and Community Services. FIT Liaison	July 1, 2019- June 30, 2022	74	The FIT Liaison and Supervisor of ECE will document families with preschool children who are referred to preschool services outside the LEA. This information will be logged into a google document.

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 8: The LEA informs all parents and guardians of homeless children and youth of the educational and related opportunities available to their children and of meaningful opportunities to participate in their children’s education.

Indicator: Percent of homeless parents and guardians whom the LEA informs of transportation services, including transportation to the school or origin.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
The FIT Liaison will document transportation referrals and specific communication with families.	FIT Liaison	July 1, 2019- June 30, 2022	74	The FIT Liaison will document each time a discussion is made about transportation. The FIT Liaison will document each time a discussion is made about school of origin.

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 9: The LEA informs all unaccompanied homeless youth of the educational and related opportunities available to them.

Indicator: Percent of middle school-aged or high school-aged unaccompanied homeless youth to whom the LEA provides written notice of decisions related to the eligibility, school selection, or enrollment in school that includes their rights to appeal decisions through the dispute process.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
The FIT Liaison will document each written notice to middle school-aged or high school-aged unaccompanied homeless youth.	FIT Liaison	July 1, 2019- June 30, 2022	132	The FIT Liaison will document each time a discussion is made about the eligibility, school selection, or enrollment in school that includes their rights to appeal decisions through the dispute process. Unaccompanied youth will sign that they have received and understand these rights. A copy of the signed rights will be maintained in individual homeless students' files.

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth

Standards and Indicators of Quality

Standard 10: The LEA conducts awareness activities for educators and community service providers regarding the right and needs of homeless children and youth.

Indicator: Percent of educators and community service providers who work with homeless families, children and youth who report that they understand the needs and educational rights of homeless children and youth.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
	School Staff, Community Volunteers, FIT Liaison			Needs assessment will be completed.

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 11: LEAs coordinate and collaborate with programs within the LEA to increase identification of homeless students, plan support activities, align procedures and practices, and leverage resources.

Indicator: Annual meetings conducted by the local liaison or other homeless education staff with key program administrators to identify ways to coordinate activities to better serve homeless children and youth.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
				<u>LUNCHES</u>

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 12: LEAs coordinate and collaborate with community agencies, organizations, and business partners to deliver comprehensive services in an efficient manner, expand or leverage resources, and participate in policy discussions.

Indicator: Percent of key community agencies and organizations serving homeless children and youth with which the LEA conducts coordination activities.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>
The FIT Liaison will document each collaboration effort when assisting students/families in need of community services.	FIT Liaison	July 1, 2019- June 30, 2022	132	The FIT Liaison will document each collaboration effort when assisting students/families in need of community services.

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 13: The LEA local liaison has sufficient time, training, and support to carry out his or her duties.

Indicator: Number of trainings specific to the homeless education program in which the local liaison participates in a year.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator) Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>

(Reproduce form as needed.)

McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality

Standard 14: The LEA has policies and procedures that remove educational barriers for homeless children and youth.

Indicator: Number of LEA policies and procedures for serving homeless children and youth that reinforce provisions in the McKinney-Vento Act.				
Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>

(Reproduce form as needed.)

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 15: The LEA provides professional development and other support to school personnel serving homeless children and youth.

Indicator: Percent of LEA personnel who work with homeless children and youth and have participated in professional development in meeting the educational needs of homeless children and youth within the past three years.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>

**McKinney-Vento Education for Homeless Children and Youth
Standards and Indicators of Quality**

Standard 16: The LEA utilizes data for needs assessment and program planning.

Indicator: Trend data on the number of homeless students who were transported to their school of origin.

Measurable Activity(s) <i>(Activity or sequence of activities to achieve each indicator)</i> <i>Include the start/end date of each activity.</i>	Data Sources	Timeline <i>(Be specific – use month, date, year)</i>	Number of M-V students to be impacted	Evaluation <i>How will the results of the activity be measured?</i>

(Reproduce form as needed.)

ATTACHMENT # 5

McKinney-Vento Education for Homeless Children and Youth

School District: Fort Smith Public Schools

LEA # 66-01

Budget Form							
CODE / FUNCTIONS	OBJECTS						
ALL DISTRICT LEVEL COSTS	61000	62000	63000-65000	66000	67000	68000	TOTALS
1	Employee Salaries	Employee Benefits	Purchased Services	Materials & Supplies	Capital Outlay	Other Objects	8
2	3	4	5	6	7		8
McKinney Vento Financial Secretary	\$3,899.05	\$1,130.98					\$5,030.05
FIT Liaison				-			-
1510 Basic Skills/Tutors	\$5,000	\$1100	-	\$500	-	\$6,600	-
1550 Early Childhood Pre-School	-	-		-	-	-	-
2113 Social Work	-	-	-	-	-	-	-
2120 Guidance Services	-	-	-	-	-	-	-
2130 Health Services	-	-	-	-	-	-	-
2140 Psychological Services	-	-		-	-	-	-
2170 Parent Involvement	-	-		\$2,000	-	-	\$2,000
2210 Improvement of Instruction	-	-	-	-	-	-	-
2213 Professional Development	-	-	\$10,000	-	-	-	\$10,000
2790 Other Student Transportation Serv.	-	-	\$3,000	-			-
3100 Food Service Operations			-	\$2,000			-
3351 Welfare (Emergency Assistance)			-	\$6,000			-
3355 Homeless Set-Aside							-
Total Funds Budgeted	-	-		-	-	-	-

ATTACHMENT #6

**BUDGET JUSTIFICATION SUMMARY
McKinney-Vento Homeless Funds & Other Funding Sources**

A summary explanation must be provided for each line item expenditure noted in the budget.
All expenditures listed under Purchased Services and Materials & Supplies should be listed and correlate with an activity described on the narrative.

DESCRIPTION HEADING

EXPLANATION

McKinney-Vento Financial Secretary	Monitor the McKinney-Vento Budget, maintain all budget records, process orders, create requisitions and complete the required financial reports for the FIT Program the McKinney-Vento Grant.
FIT Liaison	Serve students experiencing homelessness to ensure they are receiving an appropriate education, obtain records, provide initial Parents as Teachers visit to families and refer to PAT program, maintain records and files on students and collect and maintain data for the FIT program and McKinney-Vento.
Basic Skills/Tutors/Parenting Classes	Allow agencies to provide and secure services for students experiencing homelessness and tutoring services at area youth shelters and at building LEA. FIT Liaison will provide parenting classes at community agencies.
Parental Involvement	Snacks and attendance incentives for parent engagement meetings. Purchase of parenting resources.
Professional Development	Cost associated with sending the FIT Liaison to required conferences. Cost associated with district trainings provided by the FIT Liaison. Cost associated with providing poverty training to the district social workers to become train the trainers.
Other Student Transportation Services	Public transit vouchers to assist with transportation.

Other	PAT Recertification fee so the Homeless Liaison can provide initial ECE Parents as Teachers visits to families with preschool children who experiencing homelessness.
Food/Nutrition Services	Snacks to go in backpacks throughout the school year and snacks for summer reading program.
Welfare	Personal hygiene products and other items to support students experiencing homelessness.
Notary	
Stipend for training community	

(Reproduce form as needed.)

McKinney-Vento Collaboration Form

This form must be submitted for every collaborator.

Collaborator Name (Organization and Department Name):			
Mailing Address:			
City:			Zip:
Office Phone:	Cell Phone:	Fax:	E-mail:

Type of collaboration (check one):

- In-District Collaboration (examples: Music Department, PTA, Special Education, Migrant Department, etc.)

- Other Organization/Agency Collaboration (examples: Girl Scouts, Boys and Girls Club, Baptist Church, Lion's Club, YMCA Family Shelter, Safe Place Domestic Violence Shelter, etc.)

List the specific services and/or items this collaborator will provide to support the McKinney-Vento subgrant:

Collaborator's Signature: Chief Executive Officer	
Title or Position:	
Date:	

This document must be signed and included with the application as evidence of the collaboration between the applicant and the entity/entities with which the applicant has and will collaborate in the planning and implementation of the ***Education of Homeless Children and Youth Program*** described in the application. The statement must be signed by the chief executive officer of the agency or organization with which the applicant is collaborating.

ATTACHMENT #8



**Title I, Part A and McKinney-Vento Coordination
Title I, Part A Funds Set-Aside for Homeless Children and Youth
Section 1113(c)(3) of the ESEA**

	Actual Dollar Amount Set-Aside on Title I Budget (refer to budget on Title I application)	Total Amount of Set-Aside Spent for support of homeless education (refer to budget on Title I application)	Activities
2016-2017	\$10,721.93	\$10,721.93	Student Materials and Supplies/Liaison Auto Allowance
2017-2018	\$9,521.64	9,521.64	Student Materials and Supplies/Liaison Auto Allowance
2018-2019			

1. What percentage of the 2017-2018 Title I Set-Aside funds was spent on activities for homeless children and youth? (If less than 100% explain.). Please confirm amount spent with district business official regarding Title I budget.

2. What was the process used to determine the amount of the Title I, Part A, Set-Aside for 2017-2018?

3. What mechanisms are in place to ensure ongoing coordination between the Title I, Part A, Set-Aside and McKinney-Vento programs?

ATTACHMENT #9

FIT Liaison Information

Name: Jeanne Carroll
Number of years in liaison position: 13
<p>Number of trainings attended in the last three years: <i>List the name and date of the training.</i> <i>McKinney-Vento State Conference July 14-15, 2016</i> <i>McKinney-Vento Liaison Training September 29, 2016</i> <i>Arkansas Home Visiting Network Conference August 25-26, 2016</i> <i>2016 Parents as Teachers Conference October 17-19, 2016</i> <i>National Association for the Education of Homeless Children and Youth Bridges Out of Poverty Trainer November 14-16, 2016</i> <i>Southern Early Childhood Association March 8-11, 2017</i> <i>Getting Ahead While Getting Out March 19, 2017</i> <i>Getting Ahead in a Just Getting By World April 21, 2017</i> <i>Infant and Early Childhood Conference May 3-5, 2017</i> <i>National Association for the Education of Homeless Children and Youth October 28-31, 2017</i> <i>Zero to Three Annual Conference November 29-December 1, 2017</i> <i>21st Annual National School Social Work Conference March 14-17, 2018</i> <i>Infant and Early Childhood Conference 2018 May 2-4, 2018</i> <i>McKinney-Vento State Conference July 12-13, 2018</i> <i>Arkansas Department of Education Data Privacy Training Module August 21, 2018</i> <i>2018 Parents as Teachers International Conference October 8-11, 2018</i> <i>National Association for the Education of Homeless Children and Youth October 27-30, 2018</i> <i>Southern Early Childhood Association February 28-March 2, 2019</i> <i>ChildCare Aware of America Symposium April 17-20, 2018</i></p>
Percentage of time as liaison: 100%
Other duties in the district: Parents as Teacher, Parent Educators for the families experiencing homelessness.