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## McKinney-Vento Homeless Assistance Act Appeal Processing Procedure

### Purpose

This procedure sets forth the steps for processing a written appeal submitted by a parent/guardian or unaccompanied youth (referred to as appellant) regarding a decision made by a Local Education Agency (LEA) related to the [McKinney-Vento Homeless Assistance Act](#). *Please note that an appeal submitted via email is acceptable.*

### Investigation and Resolution of an Appeal

1. *Written Receipt.* When a written appeal is received, the State Education Agency (SEA) will provide a written receipt to the appellant via email and return receipt mail within 10 business days, which will include the following information:
  - a. The date that the appeal was received;
  - b. A tentative resolution date;
  - c. The name and phone number of a contact person for status updates;
  - d. A copy of the SEA's appeal procedure.
2. *Investigation and Resolution.* On behalf of the Vermont Secretary of Education, the SEA Homeless Coordinator will:
  - a. Notify the superintendent of the LEA involved within 10 business days of receipt of the appeal via email and return receipt mail. The notification will include instructions for requesting a copy of the appeal.
  - b. Request documentation needed from the appellant and the LEA to clarify the facts.
  - c. Review documentation and, if needed, request additional documentation and/or interview the parties involved.
3. *Recommendation and Final Decision.* Within 30 business days of receipt of the appeal, the Homeless Coordinator will make a recommendation to the Secretary of Education, who will make the final decision to support or deny the appeal. The timeframe for this step may be extended if additional investigation time is needed. The appellant and the LEA involved will be notified if additional time is required.
4. *Notification and File.* The SEA will notify the appellant and the LEA involved of the final decision and, if the appeal is granted, the LEA will be expected to follow through on the Secretary's ruling. The SEA will retain a record of all appeals, findings and final decisions. These documents are considered public record and may be made available to the appellant, the LEA, and other members of the general public in a format that meets privacy law requirements.

### Questions

Please direct questions to Jesse Roy at [jesse.roy@vermont.gov](mailto:jesse.roy@vermont.gov) or 802-479-1226.