

Appendix J-6. Non-Compliance Template

Local liaison
School District
Address

Date

Dear

I am writing to inform you that School District ____ is out of compliance with the Education of Homeless and Youth Program requirements of the McKinney-Vento Homeless Assistance Act. According to Section 722(g)(2), the state is responsible for LEA compliance with these requirements and for the provision of technical assistance to local educational education in fulfilling these requirements.

Provide code section(s) that are not being followed:

According to section ###, the LEA "insert citation."

Explain actions/lack of action by the LEA that has been brought to the attention of the State Coordinator:

Description of fact-finding that led to the compliance letter.

Offer steps to be taken by the LEA to resolve the issue.

The following steps should be considered to resolve the current compliance matter:

Identify technical assistance available from the state coordinator and/or designee(s).

To assist you in these efforts, the following resources are available:

Please provide my office with an action to address this concern by _____ date. I look forward to the resolution of this matter in a timely fashion and am available to assist you.

Sincerely,