

LIAISON RESPONSIBILITIES



Liaisons are responsible for ensuring the identification, school enrollment, attendance, and opportunities for success of students experiencing homelessness. Some of these activities are achieved by the liaison directly, while others are accomplished through coordination and training of assigned staff. We believe that liaisons are a necessary common denominator in successful district endeavors to identify and support students in homeless situations. The McKinney-Vento Act requires every LEA to designate a liaison for students who are homeless and specifies their legal responsibilities. By linking these students to school and community resources, liaisons play a crucial role in their stabilization and success.

In 42 U.S.C. § 11432 (g)(6)(A), the McKinney-Vento Act lists the responsibilities of the local liaison. The law states the liaison has to be someone who is able to “carry out the duties” 11432 (g)(1)(J)(iii). Local liaison duties are to will ensure that:

- children and youth experiencing homelessness are **identified** by school personnel and through coordination with other agencies;
- children and youth experiencing homelessness **enroll in**, and have a full and equal opportunity to succeed in, school;
- families, children, and youth in homeless situations receive educational services for which they are eligible, including Head Start programs and preschool programs administered by the LEA, as well as referrals to health care services, dental services, mental health services, and other appropriate services;
- the **parents** or guardians of children and youth in homeless situations are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless children and youth is disseminated where they receive services, such as schools, family shelters, health clinics, or food banks;
- enrollment **disputes** are mediated according to local, state, and federal policies; and
- the parent or guardian of a child or youth experiencing homelessness, and any unaccompanied youth, is fully informed of all **transportation** services, including transportation to the school of origin.

RESOURCES

Local Liaisons should be familiar with the language of the McKinney-Vento Act. The full text of the law can be found here:

<http://www2.ed.gov/programs/homeless/legislation.html>

A good resource and guide to important sections of the Act can be found here:

<http://center.serve.org/nche/downloads/toolkit2/app2b.pdf>

SDCOE Foster Youth & Homeless Education Services Program also holds trainings throughout the year on the McKinney-Vento Act, any additional or new legislation effecting the education of students experiencing homelessness, and addresses real life situations and concerns from schools. You can access our calendar [here](#) and watch for our emails announcing the training.

UNDERSTANDING YOUR LEA'S PROGRAM:

If you are new to the liaison position it is important to orient yourself as much as possible with your LEA's implementation of McKinney –Vento legislation. The chart below provides some of the questions you may have and some possible sources for answers. Always remember you can call the SDCOE Homeless Liaison for help with any of these!

ED Guidance lists the following activities that liaisons must conduct in carrying out their responsibilities with children and youth experiencing homelessness:

- assist with enrolling in school and accessing school services;
- help obtain immunization or medical records;
- inform parents, school personnel, and others of the rights of homeless children and youth;
- work with school staff to ensure immediate enrollment in school pending resolution of disputes that might arise over school enrollment or placement; help to coordinate transportation services; and,
- collaborate and coordinate with the State Coordinator and with community and school personnel responsible for providing education and related support services.

The local liaison role is often filled by a variety of professionals. This person can be an administrator, a pupil services administrator, a school social worker, or in some cases the superintendent. It is best practice to shape the position based on the LEA's current needs in serving children and youth in homeless situations.

Question	Source
Who is the State Coordinator for the homeless education program in CA? What technical assistance and training does the State Coordinator provide to LEAs?	NCHE Website; CDE Homeless Education Website: http://www.cde.ca.gov/sp/hs/
How much time is allocated to the local homeless liaison position? What additional staff support is in place?	Supervisor
How many homeless children and youth did the LEA identify last year?	LEA Data Manger, CALPads report, SDCOE Homeless Liaison
How much money is set aside for services for homeless children and youth through Title I, Part A? How was the amount of these funds determined? How were these funds spent last year? How may they be accessed?	LEA Title I Coordinator, Consolidated Application
How can Title I, Part A set aside funds be used to serve students experiencing homelessness?	Copy of the Federal Guidance Dear Colleague letter can be found here: http://center.serve.org/nche/downloads/titlei-dcl-jul-2014.pdf
What data must be collected on homeless children and youth, and what procedures are in place to collect and report this data?	CSPR Report, LEA Data Coordinator, Statewide Homeless Coordinator
How many homeless children and youth were transported to their school of origin in the past year? What are the procedures for arranging transportation?	Pupil Transportation Director, Student Files, prior Homeless Liaison
Are McKinney-Vento enrollment posters displayed at all of my school sites?	Observation, Coordination with site administrators
What local policies and procedures are in place to support services for homeless children and youth? What policies or procedures create barriers to the education of homeless children and youth?	LEA Policy Handbook, School Board Policies, Documentation on Disputes, LEA Program Coordinators (Tutoring Programs, Nutrition, Special Education, English Language Learning, Migrant)

**Adapted from NCHE Homeless Liaison Toolkit*