

The Role of the Homeless Liaison

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Using Teams

- We will mute everyone while we are presenting -- please do not unmute yourself.
- If you have a camera on your computer, please turn off the video by moving your mouse over the screen and clicking on the camera icon. It should show a line through the camera.
- To be able to use the chat function, click on the chat bubble on your screen to have the chat pop up on the right side of the screen.
- You can enter full screen by clicking on the three dots and choosing Enter Full Screen.
- We are recording the webinar.
- Feel free to enter questions into the chat at any time. We will answer at the end as time allows.

Learning Outcomes

- Understand the duties of the role of the homeless liaison
 - Understand the importance of designating the appropriate staff person as the homeless liaison
 - Learn best practices to meet requirements
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Role of the Homeless Liaison

Assist unaccompanied youth/parents with placement, enrollment, and knowing their rights.

Disseminate public notices of educational rights.

Inform and assist with accessing transportation.

Mediate enrollment disputes.

Role of the Homeless Liaison

Every LEA must designate a McKinney-Vento homeless liaison able to carry out their legal duties.

The local liaison serves as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The liaison coordinates services to ensure that children and youth experiencing homelessness enroll in school and have the opportunity to succeed academically.

U.S. Department of Education Non-Regulatory Guidance F-1

[NAEHCY-Designating a Homeless Liaison](#)

Duties of the Homeless Liaison

The McKinney-Vento homeless liaison must ensure that:

- Children and youth are identified through outreach and coordination with other agencies.
 - This includes district wide processes to identify students, whether students are new to the district or lose housing during the school year.
- Children and youth are enrolled in, and have a full and equal opportunity to succeed in school.
 - LEAs must have procedures in place to determine the needs of students experiencing homelessness, including the academic needs of students.
 - This includes updating LEA policies to remove barriers.
- Children and youth receive the educational services for which they are eligible, including preschool programs administered by the LEA.

Duties of the Homeless Liaison

The McKinney-Vento homeless liaison must ensure that:

- Children and families are referred to services they need: housing services, healthcare, mental health services, etc.
 - Know what community resources exist
 - Create collaborative partnerships to refer families to resources.
- Parents and guardians are informed of McKinney-Vento rights and educational opportunities, and are provided meaningful opportunities to participate in their children's education.
 - McKinney-Vento rights must be provided in writing to families.

Duties of the Homeless Liaison

The McKinney-Vento homeless liaison must ensure that:

- Public notice of educational rights is posted in locations frequented by families and youth, including in school buildings.
- Enrollment disputes are mediated.
- Parents, guardians, and unaccompanied homeless youth are informed of transportation services and assisted with transportation arrangements to the school of origin.
 - McKinney-Vento rights must be provided in writing.

Duties of the Homeless Liaison

The McKinney-Vento homeless liaison must ensure that:

- All school personnel receive training on McKinney-Vento and the procedure to refer students to the homeless liaison.
 - This includes building-level liaisons, secretaries, registrars, counselors, social workers, admin, transportation teams, nutrition staff, and others

[DPI training resources](#)

Duties of the Homeless Liaison

The McKinney-Vento homeless liaison must ensure that:

- Unaccompanied homeless youth (UHY) are immediately enrolled in school, including without proof of guardianship
 - The student enrolls on their own, an adult caregiver enrolls the student, or the liaison enrolls the student.
- UHY have opportunities to meet the same challenging academic standards as other youth, including;
 - through receiving partial credits,
 - [Recommendations for Awarding Partial Credit](#) from DPI
 - and are informed of their status as independent students for the FAFSA and receive verification
 - [Sample letter](#) from SchoolHouse Connection

Data Reporting

Liaisons are responsible for ensuring data on students experiencing homelessness is collected and submitted.

- Liaisons must have a system for tracking homeless students throughout the year
- Identified students must be entered into the district Student Information System (SIS)
 - For the entire year, even if they become permanently housed
 - Collaboration with district data staff on ensuring data is in SIS correctly
- DPI collects homeless student data through WISEdata and is available in WISEdash

Policy & Procedure Review/Revision

Liaisons are responsible for ensuring policies and procedures are reviewed and revised if needed.

- McKinney-Vento requires districts to develop, review, and revise policies and procedures that may act as a barrier for students experiencing homelessness.
- This includes barriers to:
 - Identification and enrollment
 - Attendance
 - Academic success
- Strongly encourage LEAs to have comprehensive procedures

Role of the Homeless Liaison

The U.S. Department of Education set the following guidelines for LEA administrators designating liaisons:

- Allocate sufficient time for the liaison to do their job effectively;
- Support liaisons in fulfilling their duties as outlined in the law and support them in making timely decisions;
- Review the legal requirements for the position;
- Review data indicating the prevalence and needs of children and youth experiencing homelessness (including efforts that may be necessary to improve the identification of such children and youths);

Role of the Homeless Liaison

The U.S. Department of Education set the following guidelines for LEA administrators designating liaisons:

- Review past technical assistance provided to the LEA to determine how much time the McKinney-Vento program requires to be managed well;
- Consider the number of schools and students in the district; the number of identified homeless students as a percentage of students living in poverty; and any recent monitoring findings; and
- Discuss the time allocation with former local liaisons in the LEA, liaisons from other LEAs, or the State Coordinator to determine what is realistic and is being prioritized in a given year, for example, new data collections or monitoring visits.

Implementation of Duties

Considerations in designating LEA McKinney-Vento liaisons and ensuring they have sufficient capacity and support to carry out their duties include:

- How well is the current McKinney-Vento liaison able to carry out the duties described in the law?
- How will the liaison allocate time to participate in required professional development and technical assistance?
- How many students have been identified as experiencing homelessness in the LEA?
- Can the LEA designate school building-level liaisons to assist the LEA liaison in carrying out his/her duties?

Building-Level Liaisons

Recommendations if your district wants to establish building-level liaisons:

- Establish and publicize a protocol for how the building-level liaisons work with the LEA-level liaison.
 - Arranging transportation, communicating for data reporting, one contact for raising issues to admin or DPI
- Protocols should address how children and youth experiencing homelessness will be identified.
 - clear procedures for addressing gray areas with the liaison prior to sharing the determination with the family or youth.

Resources from National Partners

- Review Back to School Checklist for Local Homeless Education Liaisons:
 - Apologies, this link was unrecoverable. Other resources may be available on nche.ed.gov
- Liaison Toolkit:
<https://nche.ed.gov/homeless-liaison-toolkit/>

DPI Resources

- DPI Homeless Liaison Directory
<https://dpi.wi.gov/homeless/liaisons>
- DPI Training Resources
<https://dpi.wi.gov/homeless/resources>
- DPI Example Forms and Documentation
<https://dpi.wi.gov/homeless/forms>

Contact Us

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