

LEA HOMELESS LIAISON RESPONSIBILITIES

The LEA must designate a local homeless education liaison to serve as the LEAs lead homeless education contact, and is required to fulfill the duties of the position **as prescribed in the law.**

The liaison must:

- Ensure homeless children and youth are properly identified and immediately enrolled by school personnel and have a full and equal opportunity to succeed in the LEA.
- Review and revise local policies and ensure that the LEA adopts policies and practices to ensure that students are not segregated or stigmatized based on their homeless status. Youth experiencing homelessness may not be segregated into separate schools, or into separate programs within schools, based on their homeless status.
- Be able to participate in his/her own professional development and technical assistance activities and ensure that school personnel providing McKinney-Vento services receive professional development and support.
- Provide training, technical assistance, and sensitivity awareness activities to administrators, counselors, teachers, and other school and LEA staff.
- Ensure that preschool-aged homeless children and their families have access to and receive services, if eligible, under LEA-administered preschool programs, including Head Start, Individuals with Disabilities Education Act (IDEA), Early Intervention Program for Infants and Toddlers with Disabilities, and other preschool programs administered by the LEA.
- Inform parent, guardian and unaccompanied youth experiencing homelessness of educational and related opportunities available to ensure students experiencing homelessness have equal access to, including but not limited to, magnet and summer schools, career technical education, advanced placement, and all other programs administered by the LEA, and parents are provided with meaningful opportunities to participate in the education of their children;
- Assist unaccompanied homeless youth with enrollment, school placement, and obtaining immunization records, are informed of their status as independent students under the Higher Education Act, and receive assistance verifying this status for purposes of the Free Application for Federal Student Aid (FAFSA).
- Remove enrollment barriers, including barriers related to missed application or enrollment deadlines, fines, or fees; records required for enrollment, including immunization or other required health records, proof of residency, or other documentation; or academic records, including documentation for credit transfer.
- Inform parent/guardian/unaccompanied youth experiencing homelessness of all services, including transportation to the school of origin.
- Ensure students identified as homeless have school stability, and parents and school personnel are informed about the expansion of school of origin to include preschools, feeder schools, and the provision of transportation until the end of the school year, even if a student becomes permanently housed.

- Coordinate and collaborate with different divisions within the LEA such as special education, migrant education, Title I, nutrition services, transportation, etc. to ensure students experiencing homelessness are afforded the opportunities and additional resources to have the access of their housed peers.
- Develop and coordinate collaborations with resources including public and private child welfare and social services agencies; law enforcement agencies; juvenile and family courts; agencies providing mental health services; domestic violence agencies; child care providers; runaway and youth experiencing homelessness centers; food banks; providers of services and programs funded under the Runaway and Homeless Youth Act; and providers of emergency, transitional, and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities.
- Ensure public notification of the educational rights of students experiencing homelessness is disseminated in locations frequented by parents, guardians and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in an understandable manner and form.
- Ensure that parents and the LEA staff are aware of the importance of the privacy of student records, including information about a homeless child or youth's living situation.
- Participate in the mediation of school enrollment disputes as well as Student Success Teams (SST), School Attendance Review Team (SART), School Attendance Review Board (SARB), Individual Education Plan (IEP), Expulsion and Manifestation Determination meetings, etc. to advocate for the needs of youth experiencing homelessness.
- Local liaisons must coordinate and collaborate with State and County Office of Education* Coordinators, and community and school personnel responsible for the provision of education and related services to students experiencing homelessness. This coordination must include collecting and providing reliable, valid, and comprehensive data on students experiencing homelessness per the requirements of the Act. *applies to CA
- Local liaisons, who receive training on the U.S. Department of Education (ED) and the U.S. Department of Housing and Urban Development (HUD) definitions of homeless, may affirm, without further agency action by HUD, that a child or youth receiving McKinney-Vento services in their school district, or the immediate family of such a child or youth, who meets the HUD definition of homeless is eligible for services through HUD's Continuum of Care and Emergency Solutions Grants Programs.
- The local liaison needs to have the knowledge, skills, time, and authority to carry out the role's responsibilities listed within the state and federal statutes.