



HOMELESS LIAISON RESPONSIBILITIES

The LEA must designate a Homeless Liaison and ensure that the liaison is able to carry out his/her duties as legally required. The liaison must:

- Ensure homeless children and youth are properly identified and immediately enrolled.
- Review/revise local policies and practices to ensure that students are not segregated or stigmatized (by school or program) on the basis of their homeless status.
- Participate in professional development and technical assistance activities and ensure that school personnel providing McKinney-Vento services receive professional development and support.
- Assist unaccompanied homeless youth with enrollment, school placement, and obtaining records.
- Inform parent, guardian and unaccompanied homeless youth of educational opportunities available to ensure homeless students have equal access to magnet and summer schools, career technical education, advanced placement, and other LEA programs.
- Disseminate public notice of McKinney-Vento rights in locations frequented by parents, guardians, and unaccompanied youth, in a manner and form understandable to parents, guardians, and youth.
- Ensure that preschool-aged homeless children and their families have access to and receive services, if eligible, under LEA-administered preschool programs (may include Head Start, Part C of the Individuals with Disabilities Education Act (IDEA), and other LEA preschool programs).
- 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 credit transfer.
- Ensure students identified as homeless have school stability, and parents and school personnel are informed about how school of origin extends to preschools, receiving schools, and providing transportation until the end of the school year, even if a student becomes permanently housed.
- Inform parent/guardian/unaccompanied homeless youth of all services, including transportation to the school of origin, and the criteria for transportation assistance.
- Coordinate and collaborate with different divisions within the LEA such as special education, migrant education, Title I, nutrition services, transportation, etc. to ensure homeless students 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 homeless youth 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 homeless students 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.
- Mediate school enrollment disputes and attend, as authorized, Student Success Teams (SST), School Attendance Review Team/Board (SART/SARB), Individual Education Plan (IEP), Expulsion and Manifestation Determination meetings.
- Refer homeless families and students to housing services, in addition to other services. Liaisons may affirm whether homeless students meet the U.S. Department of Housing and Urban Development (HUD) definition of homelessness in order to qualify for HUD homeless assistance programs.