



LIAISON RESPONSIBILITIES

RESOURCE: [HTTP://CENTER.SERVE.ORG/NCHE/DOWNLOADS/TOOLKIT2/APP2B.PDF](http://center.serve.org/nche/downloads/toolkit2/app2b.pdf)

The McKinney-Vento Act requires:

every Local Educational Agency (LEA) to designate a liaison for students experiencing homelessness to ensure identification, school enrollment, attendance in order to promote opportunities for student 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).

Educational Rights, Identification & Enrollment

- Disseminate public notice of McKinney-Vento educational rights in locations frequented by parents/guardians and unaccompanied youth, in a manner/form understandable to parents, guardians, and youth.
- Ensure housing insecure children/youth are properly identified and are immediately enrolled by school personnel.
- Ensure students identified have school stability, and parents/school personnel are informed on how school of origin extends to preschools, receiving schools, and transportation services until the end of the school year, even if a student becomes permanently housed.
- Ensure that parents and LEA staff are aware of the importance of the privacy of student records, including information about a child or youth's living situation.
- Inform parent/guardian/unaccompanied youth of all services, including transportation to the school of origin, and the criteria for transportation assistance.
- Remove enrollment barriers related to missed application/enrollment deadlines, fines or fees, records required for enrollment, including immunizations or other required health records, proof of residency, or other documentation, academic records, including credit transfer.
- Assist housing insecure unaccompanied youth with enrollment, school placement and obtaining records.

Services

- Inform parent, guardian and housing insecure unaccompanied youth of educational opportunities available to ensure students have equal access to magnet and summer schools, career technical education, advance placement, and other LEA programs.
- Ensure that preschool-aged housing insecure children and their families have access to and receive services, if eligible, under LEA-administered preschool, (Head Start, Part of Individuals with Disabilities Act (IDEA) and other LEA programs).
- Refer housing insecure families and students to housing services, in addition to other services. Liaison may affirm whether homeless students meet the U.S. Department of Housing and Urban Development (HUD) definition of homeless in order to qualify for HUD homeless assistance programs.

Coordination & Collaboration

- Develop and coordinate collaborations with resources, including: public and private child welfare, social services agencies, law enforcement, juvenile/family courts, agencies providing mental health services, domestic violence, child care providers, runaway/homeless youth centers, food banks, providers of services and programs funded under the Runaway and Homeless Youth Act, and providers of emergency, transitional/permanent housing agencies, and family shelter providers.
- 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 as their housed peers.
- Ensure public notice of the educational rights is disseminated in locations frequented by parents, guardians and unaccompanied youth, including schools, shelters, public libraries, and soup kitchens, in an understandable manner and form.
- Participate in mediations of school enrollment disputes, Student Success Teams (SST), School Attendance Review Board (SARB), Expulsion Determination meetings, etc. to advocate for the needs of housing insecure youth.

Professional Development

- Participate in professional development and technical assistance activities and ensure that school personnel providing McKinney-Vento services receive professional development and support.
- Review/revise local policies and practices (LEA Board Policies) to ensure that students are not segregated or stigmatized (by school/program) on the basis of their living circumstances.