

## Homeless Liaison Responsibilities

\*\*This is a general listing of possible requirements. Verify with your state Department of Education for state specific requirements. \*\*

<b>Policies &amp; Procedures</b>
Review local policies and procedures that impact homeless children and youth, such as school enrollment and access to school programs
Revise local policies and procedures determined to be potential barriers for homeless children and youth.
Ensure that homeless students are identified by school personnel and other partners.
<b>Enrollment &amp; Access to Educational Services</b>
Ensure that homeless students enroll in, and receive equal opportunity to succeed in, the schools of the LEA.
Assist children and youth who do not have immunizations or medical records in obtaining the necessary immunizations or records.
Ensure that homeless families, children, and youth receive educational services for which they are eligible, including free school meals, Head Start, and preschool programs administered by the LEA; as well as referrals to health, mental health, dental, and other appropriate services.
Ensure that parents and guardians are informed of educational and related opportunities that are available to their children and are provided meaningful opportunities to participate in their children's education.
Carry out the resolution of disputes, ensuring that they are mediated in accordance with the state's dispute resolution process.
Facilitate transportation arrangements.
<b>Outreach</b>
Ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all educational rights, including the right to remain in, and receive transportation to and from, the school of origin.
Post the educational rights of homeless children and youth in all schools in the district.
Post the educational rights of homeless children and youth in the community in places where homeless families and youth may receive services (e.g., shelters, public health clinics, libraries, and soup kitchens).

Inform school personnel, service providers, and advocates who work with homeless families and youth about the duties of the local liaison.

Collaborate and coordinate with State Coordinators, community service providers, Title I Coordinators, and other school personnel responsible for the provision of education and related services to homeless children and youth.

### **Unaccompanied Homeless Youth**

Assist unaccompanied homeless youth in school enrollment and placement decisions, while considering the youth's wishes in those decisions and providing notice to the youth of the right to appeal such decisions through the dispute resolution process.

Ensure that unaccompanied homeless youth are enrolled in school immediately pending the resolution of any dispute that arises over school enrollment and placement.

### **Data Collection**

Collect data on homeless children and youth and submit the data to the SEA for the Consolidated State Performance Report.

## **Homeless Liaison Responsibilities: Suggested Activities**

Provide professional development for school staff to build awareness of the educational needs of homeless students, legal responsibilities of the school and LEA, and local policies and procedures to remove barriers and expedite services for homeless students.

Maintain ongoing communication with LEA programs, such as and Title I, to work collaboratively across programs to serve homeless children and youth.

Provide outreach to community service providers through presentations, announcements, and dissemination of relevant resources.

Provide training for parents on McKinney-Vento rights and services and ways they can support their children's education when experiencing homelessness.

Obtain school supplies, clothing, and other helpful resources from community partnerships and distribute them to schools.

Conduct a needs assessment to prioritize activities and services to support the educational needs of homeless children and youth.

Conduct an evaluation of your homeless education program.

Participate in community task forces and agency advisory committees to create awareness of the needs of homeless children and youth, identify opportunities for collaboration, and share resources.