

Duties of the LEA McKinney-Vento Liaison

What are the responsibilities of the local liaison for homeless children and youths?

The local liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. Every LEA is required to designate a local liaison. (Section 722(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youths enroll in school and have the opportunity to succeed academically.

Local liaisons must ensure that:

- Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Homeless children and youths are enrolled in, and have full and equal opportunity to succeed in, the school or schools of the LEA;
- Homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the LEA;
- Homeless families and homeless children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- Parents or guardians of homeless children and youths are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youths;
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act including issuance of letter of denial of enrollment and notification of letter of appeal;
- Parents and guardians and unaccompanied youths are fully informed of all transportation services, including transportation to and from the school of origin and are assisted in accessing transportation services;
- School personnel receive professional development and other support; and
- Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv), and their right to receive verification of this status from the local liaison.

Pennsylvania Education for Children and Youth Experiencing Homelessness Program

Region 7

<http://www.liu18.org/index.php/ecyeh>

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Key duties of the McKinney-Vento Homeless Liaison:

Develop, modify and review LEA policies and procedures.

Use housing questionnaire, (Intake Form) to document enrollment of homeless students.

Develop system of data records of homeless students, including monitoring academic records, attendance information, graduation rate, etc.

Use state system for data input.

Be familiar with privacy rights of homeless students and families, ensure FERPA rights of all.

Develop, revise and distribute materials, hand-outs and other related documents for student, parents, staff and community.

Coordinate McKinney-Vento issues and activities among LEA administrators.

Implement dispute procedure when necessary, assure issuance of letter of denial and inform student and parent of right to appeal and process.

Construct and revise as needed, LEA website, handbook and other documents.

Coordinate and manage Title I set aside funds with business office.

Coordinate immediate free lunch and breakfast for homeless students with food service staff.

Communicate with other LEA's (liaisons) on issues involving homeless students. Specifically, transportation, academic records and student best interest determinations.

Establish ongoing communication with parents and keep them informed of student progress and school activities. Encourage parental involvement.

Engage in community activity to identify unenrolled youth.

Perform outreach with local entities such as shelters and agencies.

Coordinate, distribute and seek donations and support for homeless students and families.

Coordinate and communicate with regional PAECYEH office.

Attend trainings and seminars on regional and state level.

*Title VII-B of the McKinney-Vento Homeless Assistance Act 722(g)(1)(J)(ii)
as amended by the Every Student Succeeds Act and effective October 1, 2016

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