

The Role of the Homeless Liaison

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Using Microsoft Teams

- We will mute everyone while we are presenting -- please do not unmute yourself.
- If you have a camera on your computer, please turn off the video by moving your mouse over the screen and clicking on the camera icon. It should show a line through the camera.
- To be able to use the chat function, click on the chat bubble on your screen to have the chat pop up on the right side of the screen.
- You can enter full screen by clicking on the three dots and choosing Enter Full Screen.
- We are recording the webinar.
- Feel free to enter questions into the chat at any time. We will answer at the end as time allows.



Learning Outcomes

- Understand the duties of the role of the homeless liaison
- Understand the importance of designating the appropriate staff person as the homeless liaison
- Learn best practices from other school districts



Duties of the Homeless Liaison

Assist unaccompanied youth/parents with placement, enrollment, and knowing their rights.

Disseminate public notices of educational rights.

Inform and assist with accessing transportation.

Mediate enrollment disputes.



Role of the Homeless Liaison

Every LEA must designate a McKinney-Vento homeless liaison able to carry out their legal duties. These ensure that:

- Children and youth in homeless situations are identified, enrolled in, and have full opportunity to succeed in school.
 - This includes district wide processes to identify students, whether they are new to the district or lose housing during the school year.
- Children and families are referred to services they need: housing services, healthcare, mental health services, etc.
- Parents and guardians are informed of McKinney-Vento rights and can participate in their children's education.

[NAEH CY-Designating a Homeless Liaison](#)



Role of the Homeless Liaison

Ensure that:

- Public notice of educational rights is posted.
- Enrollment disputes are mediated.
- Parents, guardians, and unaccompanied homeless youth are informed of transportation services and assisted with transportation arrangements to the school of origin.
- Data on students experiencing homelessness are collected and submitted.
- All school personnel receive training on McKinney-Vento and processes to refer to the homeless liaison.



Supporting Unaccompanied Homeless Youth

Ensure that:

- Unaccompanied homeless youth (UHY) are immediately enrolled in school without proof of guardianship.
 - The student enrolls on their own, an adult caregiver enrolls the student, or the liaison enrolls the student.
- The homeless liaison may work with the UHY to designate a caregiver who will take educational responsibility for the student (calling in absences, signing field trip forms, etc.)
 - If a caregiver is available, a school district may not require the caregiver to obtain legal guardianship of the youth at any point prior to or following the youth's school enrollment.

<https://nche.ed.gov/wp-content/uploads/2018/10/youth.pdf>



Supporting Post-Secondary Planning

Local liaisons should work with school counselors and other support personnel to ensure that students experiencing homelessness are aware of the following supports:

- Help to prepare for college and improve their college readiness
- Fee waivers for Advanced Placement (AP) exams, college entrance exams (ACT and/or SAT), and college applications
- Verification of independent student status for unaccompanied youth on the FAFSA
- Various need- and merit-based scholarship opportunities



Role of the Homeless Liaison

Ensure that:

- Youth receive credit for full or partial coursework satisfactorily completed at a prior school.
- Policies are developed, reviewed and revised to remove barriers to the identification, enrollment and retention of children and youth experiencing homelessness.
- Liaisons must participate in professional development and technical assistance as determined appropriate by the state coordinator.



Data Reporting

Liaisons are responsible for data reporting:

- Liaisons must have a system for tracking homeless students throughout the year
- Identified students must be entered into the district SIS
 - For the entire year, even if they become permanently housed
 - Collaboration with district data staff on ensuring data is in SIS correctly
- DPI collects homeless student data through WISEdata and will be available in WISEdash



DPI Resources

- DPI Homeless Liaison Directory
<https://dpi.wi.gov/homeless/liaisons>
- DPI Training Resources
<https://dpi.wi.gov/homeless/resources>
- DPI Example Forms and Documentation
<https://dpi.wi.gov/homeless/forms>



Resources from National Partners

- Review Back to School Checklist for Local Homeless Education Liaisons:
<https://nche.ed.gov/downloads/webinar/back-to-school.pdf>
- Liaison Toolkit:
https://nche.ed.gov/pr/liaison_toolkit.php
- Assessing the Capacity of Liaisons:
<https://www.schoolhouseconnection.org/wp-content/uploads/2017/10/liaisoncapacityassessmentFINAL.pdf>



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