

National Center for Homeless Education
Webinar Presentation

www.serve.org/nche/web/bts.php

Back to School Checklist for Local Homeless Education Liaisons





Homeless Education Liaison Duties

Ensure that

- » Homeless children and youth are identified; enrolled in and have a full opportunity to succeed in school; receive educational services, including preschool; and are referred to healthcare, dental, and mental health services
- » Parents and guardians are informed of MV rights and can participate in their children's education
- » 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 homeless students are collected and submitted





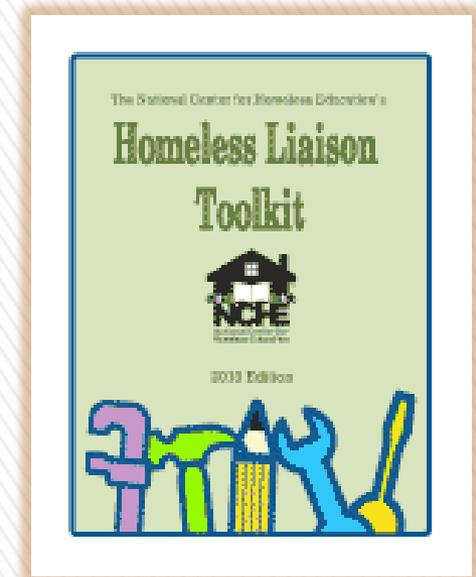
Know Your Program: A Resource for You

Homeless Liaison Toolkit, 2013 Edition

http://center.serve.org/nche/pr/liaison_toolkit.php

» 17 chapters that provide requirements and good practices on topics including

- Enrollment
- School selection
- Transportation
- Disputes
- Collaboration
- Unaccompanied homeless youth
- Working with parents





Back to School: A Critical Time for Local Liaisons

To do:

- Revisit current policies and practices; review your state's homeless liaison toolkit, if applicable
- Inform schools of McKinney-Vento rights and services and LEA policies and procedures for enrolling and serving homeless students
- Ensure information on McKinney-Vento rights and services is made available to parents
- Re-establish cross program connections
- Renew community partnerships
- Ensure resources and supplies are stocked for homeless students
- Review homeless status of students identified in past year
- Make a plan





Review Policies and Practices

- » Look at data on homeless students
 - How many homeless students were identified?
 - How many unaccompanied homeless youth?
 - Where do homeless students live in your school district?
 - What are their greatest needs?
- » Review calls received from the past year
 - What education barriers or non-compliance with or confusions about the law recurred?
 - Which schools or role groups had problems with MV implementation?
 - What LEA policies conflict with MV and create confusion or barriers?





Review Policies and Practices

- » Review your school district protocol for identifying, enrolling, and serving homeless students
 - Do schools know when and how to refer families who may be homeless to the liaison?
 - Do schools know how to address the needs of unaccompanied homeless youth?
 - Do schools know their responsibilities for collecting data on homeless students?
- » Review forms for any needed updates
 - Residency questions on the enrollment form
 - Caregiver or unaccompanied youth enrollment form





Inform Schools

- » Update each school's contacts for an email distribution list
- » Provide information to school administrators, educators, and other staff on
 - Rights and services under the McKinney-Vento Act
 - McKinney-Vento definition of homeless
 - Policies, procedures, protocols for serving homeless students
 - Data collection requirements
 - LEA and State dispute policy
 - Updates from the State Coordinator or federal level





Inform Schools

- » Conduct professional development activities
 - Schedule trainings (school administrators, teachers, social workers, registrars, bus drivers, child nutrition staff, etc.)
 - Ask to present at meetings
 - Provide a back-to-school memo
 - Connect school and LEA staff to NCHE's online training resources – briefs, tutorials, webinars
- » Determine how you will provide ongoing information to counteract the effects of staff turnover
 - Recorded webinars
 - Documents with written policies, procedures, and protocols
 - NCHE's *Homeless Education Liaison Toolkit*
 - State training resources and website





Make Information Available

- » Provide posters for display at every school
- » Display posters in the community, especially at shelters, hotels/motels, malls, Laundromats, service agencies, and medical clinics
- » Include information on McKinney-Vento rights and services in parent and student handbooks
- » Post information on McKinney-Vento rights and services on the school district website





Re-establish Cross-Program Connections

» Title IA

- How much has been set aside for homeless students?
- How will you be involved in determining the amount for the next school year?
- How can these funds be accessed?

» IDEA

- What policies and procedures are in place to make sure the local liaison has input on the needs of homeless students with disabilities?

» Title III

- Are Title III staff members aware of their role in identifying families who may be homeless?





Re-establish Cross-Program Connections

» Child Nutrition

- Are there delays or challenges to homeless students receiving free meals immediately upon notification by the liaison?
- Are child nutrition staff aware of the June 2014 USDA memo re: date of eligibility for free meals?
See:

<http://www.fns.usda.gov/sites/default/files/cn/SP51-2014os.pdf>

» 21st Century or other after school programs

- What processes are in place to facilitate the participation of homeless students in after school programs?





Re-establish Cross-Program Connections

» Transportation

- Are protocols in place to ensure homeless students are transported to and from the school of origin without delay?
- Are agreements in place to facilitate cross-district transportation to and from the school of origin?

» Migrant

- Do migrant program staff understand how the McKinney-Vento definition applies to migrant children and youth?
- Is there a plan for the migrant and homeless education programs to coordinate services for homeless migrant children and youth?





Renew Community Partnerships

» Head Start

- Is there an agreement in place for mutual referrals?
- Are there opportunities for joint trainings or other projects to coordinate the use of resources?

» HUD-funded programs

- Are HUD program staff aware of McKinney-Vento educational rights and services?
- Is there a system in place for mutual referrals?
- Are there ways that HUD-funded programs can support the school attendance and educational success of homeless children and youth?





Renew Community Partnerships

- » Housing or youth task forces
 - Do you regularly participate in the community's response to homelessness in order to reinforce the importance of education?

- » Child welfare
 - Is there agreement on the definition of “awaiting foster care placement?”





Renew Community Partnerships

- » Medical clinics or food banks
 - Is there a protocol in place for referring homeless families or unaccompanied homeless youth to receive services?

- » Business or faith-based partnerships
 - Are there agencies you can call on for support for needs that are not easily covered by school districts, such as clothing, funds for emergency housing, holiday gifts?





Restock Resources and Supplies

- » Provide enrollment residency forms, student referral forms, and other forms and awareness materials to all schools
- » Stock up on school supplies
- » Stock up on clothing





Review Status of Students Identified in Previous Year

- » Contact families and unaccompanied youth identified as homeless the previous year and discuss any changes in their housing status
 - Identify additional staff to assist with this task, if needed
- » Update records on homeless status
- » Arrange for services, including transportation, for students who are still eligible
- » Help students who are no longer eligible to transition to their local attendance area school





Make a Plan

- » Develop a calendar of events
 - School holidays
 - End of grading periods
 - Testing
 - Training opportunities
 - Professional development opportunities for you
- » Determine ways to save time
 - Prioritize activities – what can you postpone or delegate?
 - Prioritize participation in meetings and advisory groups
 - Keep needed resources and information handy
- » Address important issues to avoid crises
 - Covey's Quadrants



	URGENT	NOT URGENT
IMPORTANT	<p><u>QUADRANT I</u></p> <ul style="list-style-type: none"> • Arranging transportation to the school of origin • Resolving a dispute • Connecting a homeless family to a place to stay • Responding to a time sensitive request from a legislator, the media, public, or superintendent • Meeting the deadline to submit data for the Consolidated State Performance Report (CSPR) 	<p><u>QUADRANT II</u></p> <ul style="list-style-type: none"> • Conducting a needs assessment to prioritize tasks • Developing local policies & procedures to remove barriers to enrollment & attendance • Providing awareness & training to school & school district staff • Developing collaborative partnerships • Preparing CSPR data collections
NOT IMPORTANT	<p><u>QUADRANT III</u></p> <ul style="list-style-type: none"> • Attending mandatory staff meetings not related to homeless students & their needs • Responding to a request for information that could easily be posted on the district website • Searching through files to compile information in preparation for a monitoring visit 	<p><u>QUADRANT IV</u></p> <ul style="list-style-type: none"> • Responding to every email as it arrives in your office, rather than prioritizing which needs answered immediately • Meeting with colleagues on issues not related to serving homeless children and youth • Attending community meetings in which you do not have a specific role



Resources for You

» Briefs

<http://center.serve.org/nche/pr/briefs.php>

- Law into Practice (Determining Eligibility, Enrollment, Transportation)
- Best Practices in Homeless Education series

» Webinars

<http://center.serve.org/nche/web/group.php>

- Approximately 4 per month
- MV basics and special topics (Human Trafficking)

» Online Tutorials

http://center.serve.org/nche/web/s_p.php

» State Coordinator's contact information

http://center.serve.org/nche/states/state_resources.php

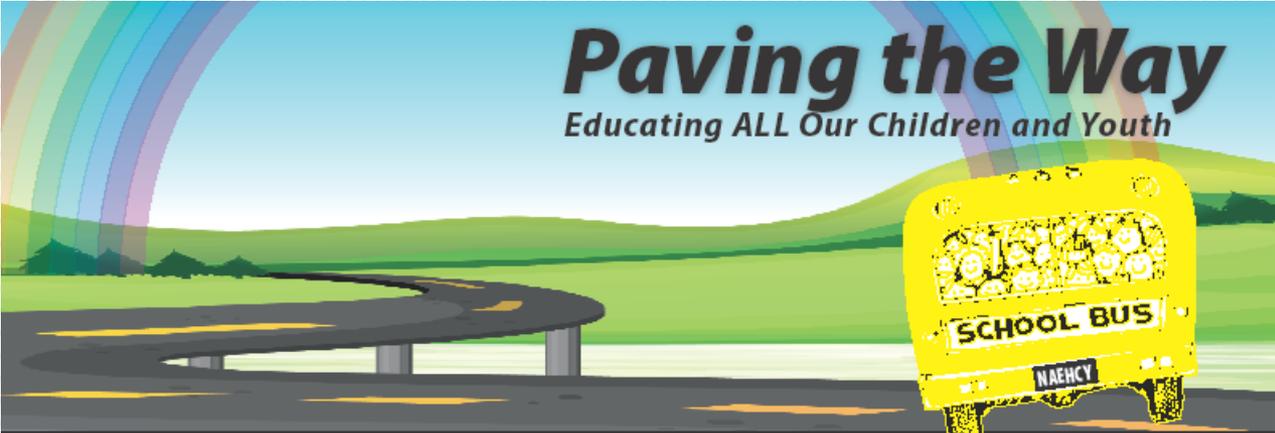




26th Annual NAEHCY Conference

Only national conference that focuses specifically on educating homeless children and youth: Pre-k, K-12, Higher Education:

www.naehcy.org



Paving the Way
Educating ALL Our Children and Youth

NAEHCY NATIONAL ASSOCIATION FOR THE EDUCATION OF HOMELESS CHILDREN AND YOUTH

26th Annual Conference **Westin Crown Center Hotel**
October 25 -28, 2014 **Kansas City, MO**

A large green arrow points from the left towards the banner. The banner itself shows a yellow school bus with 'SCHOOL BUS' and 'NAEHCY' on its front, driving on a winding road through a green landscape under a blue sky with a rainbow.



Thanks for Joining Us!

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