

Homeless Liaison Yearly Checklist



Students are designated homeless due to the following circumstances:

McKinney-Vento Educational Definition of Homelessness

- Children and youth who lack a fixed, regular, and adequate nighttime residence:
- Sharing the housing of other persons due to the loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks, or camping grounds, due to the lack of alternative adequate accommodations
- Living in emergency or transitional shelters, or are abandoned in hospitals
- McKinney-Vento Educational Definition of Homelessness
- Living in a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children living in the above circumstances [42 U.S.C. § 11434a(2)]
- Unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian [42 U.S.C § 11434a(6)]

1. Homeless Liaison Responsibilities

- a. Identify students experiencing homelessness in collaboration with school personnel and other organizations
- b. Ensure students experiencing homelessness are enrolled and provided equitable access to succeed in school
- c. Ensure students experiencing homelessness and families have access to educational services for which they are eligible

- d. Provide referrals for medical, housing, and other appropriate services
- e. Inform parents or guardians of educational opportunities available to students and how they can participate in their student's education
- a. Post the educational rights of students experiencing homelessness in locations frequented by students, parents, guardians, and unaccompanied youth (ex: posters)
- b. Ensure enrollment disputes are mediated in accordance with local, state, and federal guidelines
- c. Inform parents, guardians, and unaccompanied youth of all transportation services available, including school of origin transportation
- d. Provide school personnel professional development and supports to ensure identification of McKinney-Vento eligible students

Beginning of School or Student Enrollment During year

- 1. Student Residency Questionnaire (SRQ) included in campus enrollment packet
- 2. Train campus registrars and secretaries on SRQ and homeless student qualifiers
- 3. Provide procedure for forwarding SRQ to identify students and potential students as McKinney Vento eligible
- 4. Review SRQ's and conduct intake interviews with students and parents, if available
- 5. Notify data coordinator to designate student as McKinney-Vento eligible in district database and date identified. This designation is for the entire school year, even if residency changes.
- 6. Notify meal manager coordinator of McKinney-Vento student free meal eligibility and date identified
- 7. Identify McKinney-Vento students eligible for transportation to school of origin or other eligible transportation. Provide student and guardians with transportation guidelines
- 8. Provide school supplies, hygiene items, uniforms, etc. as available to meet student needs.
- 9. Send your contact information and informational handouts to staff
- 10. Provide training to staff on McKinney-Vento identification and serving their needs
- 11. Display McKinney-Vento Posters at all campuses, local agencies, and on school website
- 12. Make McKinney-Vento families and unaccompanied youth aware of school and community resources and services available

13. Update district and campus websites with McKinney-Vento information, posters, and homeless liaison contact information

Throughout School Year

- 1. Monitor McKinney-Vento students' attendance
- 2. Monitor McKinney-Vento students' discipline record
- 3. Monitor McKinney-Vento students' coursework grades
- 4. Touch base with students personally throughout the school year to ensure needs are being met and help with issues before they become difficult

October and School Data Reporting

- 1. Verify homeless student list with data entry information for accuracy for October and June
- 2. Make corrections with data entry personnel as required
- 3. Begin support of McKinney-Vento Senior students with post-secondary/career planning

December through March

- 1. Identify any needs of McKinney-Vento students during Christmas break
- 2. Identify any new McKinney-Vento students enrolling or with residency changes
- 3. Identify McKinney-Vento students needing educational enrichment for coursework or state assessments
- 4. Support McKinney-Vento Senior students with post-secondary/career planning
- 5. Identify any needs of McKinney-Vento students during Spring break

April through May

- 1. Identify McKinney-Vento students needing educational enrichment for coursework or state assessments
- 2. Provide support to McKinney-Vento students' needs and state assessment requirements

- 3. Support McKinney-Vento students who are transferring to new schools, elementary to middle school and middle school to high school
- 4. Review end of year academic, behavior, and coursework data for McKinney-Vento students
- 5. Identify Senior McKinney Vento Students needs for end of year activities
- 6. Support Senior McKinney Vento students for post-secondary/career entry
- 7. Provide FAFSA Independent Student Form for McKinney Vento Unaccompanied Youth to colleges
- 8. Determine needs of McKinney Vento students for the summer with referrals for summer school, summer programs, meal resources, etc.
- 9. Organize school year McKinney-Vento student SRQ forms and data for services provided to file and keep for 7 years.

Resources

1. <https://www.esc16.net/apps/pages/TEHCY>

Region 16 TEHCY website

2. <https://tea.texas.gov/texas-schools/support-for-at-risk-schools-and-students/texas-education-for-homeless-children-and-youth-tehcy-program>

TEA TEHCY website

3. <https://nche.ed.gov/>

National Center for Homeless Education website

4. www.naehcy.org

National Association Education Homeless Children and Youth

5. www.schoolhouseconnection.org

School House Connection Website and resources

