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| **District Homeless Liaison RESPONSIBILITIES as outlined in the McKinney-Vento Homeless Assistance Act** | **How the Community M-V Partner &** UPCED Facilitators **can ASSIST and support District Homeless Liaisons** |
| The Homeless Liaison disseminates public notice of the educational rights of homeless students, containing current Liaison contact information, in all school buildings, as well as in places where homeless families/youth are likely to be present. [Sec. 722 (g)(6)(A)(v)]The Homeless Liaison informs school personnel, service providers, and advocates working with the homeless of the duties of the Local Liaison and how to refer students  [Sec. 722 (g)(6)(B)] | **Community M-V partners assist district liaisons in providing awareness for school personnel about M-V.****Community M-V partners assist district liaisons in placing NCHE posters in schools and community (Posters for Youth and for Parents).** |
| The Local Homeless Liaison must establish a procedure to ensure that: children and youth in homeless situations are located, identified, and referred by all school personnel to the Local Liaison.  [Sec. 722 (g)(1)-(i)] LEA has reviewed and revised policies and procedures, which could act as barriers to the enrollment, attendance, participation, and success of homeless children and youth. [Sec.722 (g)(1)(G)]The LEA ensures that children in the first 6 months of any new foster care placement foster care placement (as defined in MDE Guidance) are identified and served as homeless students.     | **Community M-V partners will contact the district liaison as soon as a homeless student is identified in their agency.****Community M-V partners will provide a copy of the HMIS M-V Brief Assessment Form to the district liaison, district data manager, and grant data manager.** |
| The Homeless Liaison informs parents of the educational rights of their children and provides meaningful opportunities for parents to participate in the child's education. [Sec. 722 (g)(6)(A)(vi)]The Homeless Liaison acts as *parentis in loco* to assist unaccompanied youth in school selection/enrollment decisions. [Sec.722 (g)(3)(B)(iii)]Homeless families/youth are provided with written information on their right to dispute placement and enrollment decisions, as well as the procedure for doing so. (Sec. 722 (g)(3)E and (g)(3)(B)(ii)] | **Community M-V partners will assist with informing parents and unaccompanied youth of their rights to enroll in school, and provide them with a brochure outlining their educational rights.**UPCED Facilitators assist with troubleshooting situations and help answer questions about student eligibility for M-V services. |
| Homeless families, children and youth receive all educational services for which they are eligible and have equal access to all programs administered by the LEA/SEA (Head Start, Even Start, referrals to health, mental health, dental, etc.).   [Sec. 722 (g)(6)(A)(iii)]LEA assures that homeless preschool-aged children have equal access to preschool programs administered or funded by the LEA/SEA.    (This applies to all federal, state/local public before- and after-school programs, including Head Start, Early Head Start, Even Start, etc.)  [Sec.722 (g)(3)(B)(iii)]The Local Liaison provides documentation of homeless status, upon request, for graduating unaccompanied homeless youth to use as verification of Independent Student status on the FAFSA  [USED 2010-2011 Application and Verification Guide, Federal Student Aid Handbook, Page 28-30] | **Community M-V partners assists with linking parents and unaccompanied youth with district homeless liaison and appropriate services within the community.**UPCED Facilitators assist with troubleshooting situations and help answer questions about student eligibility for M-V services. |
| Homeless students are immediately enrolled, even if they lack records and immunizations that are normally required for enrollment. [Sec. 722 (g)(6)(A)(ii)]Records are obtained (process facilitated by Liaison) as soon as possible from the students' previous school.  [Sec. 722 (g)(3)(C)(ii)]Homeless students are automatically qualified and started upon enrollment to participate in free school nutrition programs.[Sec. 722 (g)(4)]; Child Nutrition & WIC Act, Sec. 104 (5)(A)(i), (iii), & (iv)] and [Sec. 107 (a)(3)(iv-vi)]Students are kept and served in their school of origin the entire time they are homeless and until the end of any academic year unless it is against the parent’s/guardian's wishes. [Sec. 722 (g)(3)(B)(i)] | **Community M-V partners assist homeless students in enrolling in school.**UPCED Facilitators assist with troubleshooting situations and answer questions about student eligibility for M-V services. |
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| Homeless families/youth are fully informed of all transportation services to school (school of origin or school of residence) and assists in accessing the transportation services.  [Sec. 722 (g)(6)(A)(vii)]Transportation is provided to the school of origin at the request of the parent/youth.  [Sec.722 (g)(1)(J)(iii)]If transportation to school of origin is across district lines, LEAs involved areresponsible for sharing costs. If LEAs cannot agree, they must share the costs equally. [Sec. 722 (g)(1)(J)(iii) and (g)(4)(A)(II)] | **Community M-V partners assist with linking parents and unaccompanied youth with district homeless liaison and appropriate services within the community.**UPCED Facilitators receive a small amount of grant funds that may be used to help districts with transportation costs of homeless students. All requests for funding must be preapproved.  |
| The LEA will maintain a cumulative count of the number of homeless children and youth who reside in the district and who are enrolled or not enrolled in school in MSDS. [Sec. 1111(a)(1)] The Homeless Liaison will enter data from the Student Intake Form for each homeless student at [www.maresa.org](http://www.maresa.org). The Homeless Liaison will complete MDE’s M-V Self-Assessment every three years. | **Community M-V partners retrieve regional data from HMIS Systems Administrator and provide quarterly regional HMIS Data Reports, Progress Reports and Activity Logs to Grant Coordinator.** UPCED Facilitators submit MSDS data from their entire ISD quarterly to grant coordinator.  |
| LEA has a plan describing the coordination of services provided to homeless children/youth, including transportation, special education, Title I-A, advanced/accelerated, ELL, vocational/technical education, gifted/talented, school nutrition, before-and after-school, and preschool programs, etc., as well as any services provided with funds from the Title I, Part A  Set Aside.  [Sec. 1112 (a)(1), Sec. 1112 (b)(1)(O)]LEA coordinates services with other LEAs on inter-district issues. This coordination ensures that homeless children have access and proximity to all education and support services, as well as raises awareness of homeless issues among school personnel and service providers.[Sec. 722 (g)(5)(A)(ii) and (g)(5)(C)]Liaison coordinates services with state and local housing agencies to minimize educational disruption for children and youth who become homeless, and to ensure homeless children have access and proximity to all education and support services, as well as to raise the awareness of school personnel and service providers. [Sec 722(g)(5)(B)] and [Sec. 722 (g)(5)(C)]   | **Community M-V partners will attend regional CoC meetings and attend M-V video conferences.** **Community M-V partners will provide M-V information and materials at CoC Community CONNECT events and make it available to schools to distribute at Open Houses, Parent Teacher Conferences, etc.****Community M-V partners will meet individually with district liaisons at a minimum of two times per year and log meeting outcomes in quarterly reports.** **Community MV partners will meet with newly designated liaisons as soon as possible to provide information about Community M.V. Partnership role.**UPCED Facilitators attend M-V video conferences and support district liaisons with coordinating services for homeless students. |