

# North Carolina Homeless Education Program

## Homeless Liaison – Appointment and Onboarding

- ✓ **Determine who will serve as your homeless liaison**
  - Speak with NCHPEP staff about homeless liaison role and responsibilities
  - NCHE Brief: [Local Homeless Education Liaisons: Making the Right Selection and Supporting their Effectiveness](#)
- ✓ **Notify NCHPEP of the homeless liaison appointment**
  - Complete the [Liaison Contact Information Form](#) located on the [Local Liaison resource page](#).
  - Contact [NCHPEP Program Specialist](#) to discuss compliance activities
- ✓ **Develop local homeless education protocol with the homeless liaison**
  - Referral process to the homeless liaison
  - Internal collaborations for service – including Title I (if receiving Title I funds)
- ✓ **Determine funding sources for McKinney-Vento services provided**
  - Subgrant, mini-grant, or other federal education funds (when available)
  - Local funds, including donations
- ✓ **Ensure that the homeless liaison receives McKinney-Vento training**
  - NC Homeless Education Program (NCHPEP) Resources
    - Program Specialist
    - [New Homeless Liaison Compliance Training](#)
  - National Center for Homeless Education (NCHE) Webinars and Training Materials
    - Webinars: [McKinney-Vento 101](#)
    - Briefs: [Local Homeless Liaisons: Important Information for New Liaisons](#) and [Serving Homeless Children and Youth in Charter Schools](#)

### North Carolina Homeless Education Program

Department of Public Instruction

Office of the Deputy State Superintendent of  
School and Student Advancement

Federal Program Monitoring & Support Division

<https://hepnc.uncg.edu/>

<https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/homeless-program-monitoring>

### Contact Information

Lisa Phillips

State Coordinator for Homeless Education

336-315-7491 or 336-543-4285

[lphillip@serve.org](mailto:lphillip@serve.org)

Anelia “Neely” Ward

Program Coordinator

336-315-7782

[award@serve.org](mailto:award@serve.org)

Savannah Gay

Program Specialist

743-241-0004

[sgay@serve.org](mailto:sgay@serve.org)