

# Homeless Liaison Roles & Responsibilities

Savannah Gay, EHCY Program Administrator- Charters  
North Carolina Homeless Education Program (NCHEP)

Charter School Learning Series  
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# Agenda

- Appointing a homeless liaison
- Homeless liaison duties
- Requirements in the McKinney-Vento Act
- Discuss best practices
- Other



# Written in Law

Local education agencies will designate an appropriate staff person, known as the local homeless education liaison, who is able to carry out the duties of the position as described in the law [42 U.S.C. §11432(g)(1)(J)(ii)].

*\*Local Education Agency (LEA) = Public School Unit (PSU)\**



# McKinney-Vento Act

## (6) Local educational agency liaison

### (A) Duties

Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that—

- (i) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- (ii) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency;
- (iii) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the local educational agency;
- (iv) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services;
- (v) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- (vi) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;
- (vii) enrollment disputes are mediated in accordance with paragraph (3)(E);
- (viii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A);
- (ix) school personnel providing services under this part receive professional development and other support; and
- (x) unaccompanied youths—
  - (I) are enrolled in school;
  - (II) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including through implementation of the procedures under paragraph (1)(F)(ii); and
  - (III) are informed of their status as independent students under section 1087vv of title 20 and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 1090 of title 20.

# Homeless Liaison Duties



Identification



Enrollment



Access to  
Services



Referrals



Parent Rights



Educational  
Rights



Disputes



Transportation



Professional  
Development



Unaccompanied  
Homeless Youth

# Identification

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(i) homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies

## In Action

Build awareness:

- School personnel
- Community partners
- Parents/Guardians

Residency questionnaires

Procedures for contacting Homeless Liaison

*Section 722(g)(6)(A)*

# Enrollment

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(ii) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that local educational agency

*Section 722(g)(6)(A)*

## In Action

Assist in the collection of:

- Student records
- Birth certificates
- Immunization records
- Other documents needed

Charter school exceptions to immediate enrollment:

- Criteria
- Capacity
- Lottery/Waitlist

# Access to Services

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(iii) homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible

*Section 722(g)(6)(A)*

## In Action

Access to:

- EC services
- Gifted programs
- English learners
- CTE programs
- Early education
- Child nutrition
- Credit accrual
- Tutoring

# Referrals

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(iv) homeless families and homeless children and youths receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

*Section 722(g)(6)(A)*

## In Action

Building community partnerships:

- Health clinics
- Shelters
- Hotels/Motels
- Food Pantries
- Mental health providers
- Faith based organizations
- Other

# Parent/Guardian Rights

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(v) parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children

*Section 722(g)(6)(A)*

## In Action

Informing parents/guardians of their rights under McKinney-Vento

Parent Engagement:

- Teacher conferences
- IEP meetings
- Parent nights
- Disciplinary hearings
- More

# Educational Rights

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(vi) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths

*Section 722(g)(6)(A)*

## In Action

NCHEP posters displayed in:

- Schools
- Shelters
- Public libraries
- Food pantries
- Other

Information posted on school website

# Disputes

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(vii) enrollment disputes are mediated in accordance with paragraph (3)(E);

## In Action

Review local dispute policy

Have a written notice of decision

Keep EHCY Program Administrators informed of any possible disputes

*Section 722(g)(6)(A)*

# Transportation

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(viii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school that is selected

*Section 722(g)(6)(A)*

## In Action

Assessment of parent/guardian's needs

Collaboration with:

- Transportation department
- Taxi services
- Public transportation
- Neighboring LEAs
- Other

# Professional Development

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

(ix) school personnel providing services under this part receive professional development and other support

## In Action

Provide targeted training for school personnel working with students experiencing homelessness including;

- Teachers
- Front Office
- Administration
- Transportation (bus drivers)
- Student Support
- Other

*Section 722(g)(6)(A)*

# Unaccompanied Homeless Youth

## In Law

Each local educational agency liaison for homeless children and youths shall ensure that—

- (x) unaccompanied youths—
  - (I) are enrolled in school;
  - (II) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth,
  - (III) are informed of their status as independent students

*Section 722(g)(6)(A)*

## In Action

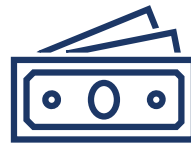
Assist in:

- Collection and retention of documents needed to enroll
- Academic support
- Beyond high school transition
- FAFSA- unaccompanied homeless youth verification form

# Additional Responsibilities



Data Collection



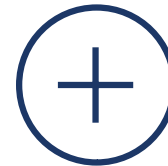
Funding



School Selection



Confidentiality



Other

# Data Collection

## In Law

The Coordinator for Education of Homeless Children and Youths established in each State shall—

(3) collect data for and transmit to the Secretary, at such time and in such manner as the Secretary may reasonably require, a report containing information necessary to assess the educational needs of homeless children and youths within the State

*Section 722(f)(3)*

## In Action

Have internal documentation practices in place

Submit required homeless data:

- Mid-year data collection survey
- EOY data collection
- Other as requested

Utilize data for program development

# Funding

## In Law

### RESERVATION OF FUNDS.—

A LEA shall reserve such funds as are necessary to provide services comparable to those provided to children in schools funded under this part to serve—

(i) homeless children and youths, including providing educationally related support services to children in shelters and other locations where children may live

*Section 1113(c)(3) of the ESEA*

## In Action

Meet with appropriate administration to discuss:

- Budgets
- Allowable uses
- Funding opportunities
- Other

Monitor use of McKinney-Vento funds

# School Selection/Best Interest

## In Law

In determining the best interest of the child or youth, the local educational agency shall—

- (i) presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian;
- (ii) consider student-centered factors related to the child's or youth's best interest;

*Section 722(g)(3)(B)*

## In Action

Ensure all decisions are “child-centered”

Have open communication with parent, guardian, or UHY:

- Meeting (in-person/virtual)
- Phone calls
- Email

[Considerations for Determining Best Interest](#)

# Confidentiality

## In Law

### Privacy

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information

## In Action

Follow FERPA practices

Have protocols in place for who and how internal staff are notified of identifications

Ensure there is limited access to homeless information in SIS

*Section 722(g)(3)(G)*

# Resources

## **North Carolina Homeless Education Program (NCHEP)**

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

## **National Center for Homeless Education (NCHE)**

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

[Serving Children and Youth Experiencing Homelessness in Charter Schools](#)

## **U.S. Department of Education**

[EHCY Non-Regulatory Guidance](#)

## **Federal Law**

[McKinney-Vento Act](#)

[ESSA](#)

# Questions



# NCHEP Staff

Beth Branagan  
**EHCY Program Administrator**  
*LEAs*  
[Beth.Branagan@dpi.nc.gov](mailto:Beth.Branagan@dpi.nc.gov)

Savannah Gay  
**EHCY Program Administrator**  
*Charter Schools*  
[Savannah.Gay@dpi.nc.gov](mailto:Savannah.Gay@dpi.nc.gov)

Daniel Jordan  
**EHCY Program Administrator**  
*Special Populations*  
[Daniel.Jordan@dpi.nc.gov](mailto:Daniel.Jordan@dpi.nc.gov)

Anelia “Neely” Ward  
**Program Coordinator**  
*EHCY*  
[Anelia.Ward@dpi.nc.gov](mailto:Anelia.Ward@dpi.nc.gov)

Dr. YaTisha Blythe  
**State Coordinator**  
*Foster Care Education*  
[Yatisha.Blythe@dpi.nc.gov](mailto:Yatisha.Blythe@dpi.nc.gov)

Lisa Phillips  
**State Director**  
*EHCY & Foster Care Education*  
[Lisa.Phillips@dpi.nc.gov](mailto:Lisa.Phillips@dpi.nc.gov)