



Arizona Homeless Education Program

McKinney-Vento in Practice for
Experienced Liaisons
August 2024

Housekeeping Items

- If you have questions throughout today's session, please share them in the following ways:
 - Enter simple questions into the Q&A feature or type them into the chat.
 - Save in-depth questions for after session office hours.
 - Email homeless@azed.gov with any LEA-specific questions.
- Today's session is being recorded. The recording and presentation slides will be made available to attendees after the training.
- All resources referenced in this training as well as the recording and presentation slides will be shared following the session on the Arizona Homeless Education Program website.
- AI note-taking and other tools are not permitted in ADE sessions.

Arizona Department of Education

The Arizona Department of Education is a service organization committed to raising academic outcomes and empowering parents.

Arizona Homeless Education Program

The mission of the Arizona Homeless Education Program is to ensure positive comparable academic outcomes for children and youth experiencing homelessness through implementation of the McKinney-Vento Homeless Assistance Act.

Mission Statements





Meet the Team



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**Homeless Education
Program**

**Homeless, Foster Care,
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Support**



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Arizona Homeless Education Program





Today's Session



Share

How long have you been a McKinney-Vento Homeless Liaison?

**Answer in
the pop-
up poll!**

Common Acronyms

DOE

Department of
Education

ADE

Arizona
Department of
Education

HCY

Homeless
Children and
Youth

SIS

Student
information
system

BID

Best interest
determination

SEA

State Education
Agency

HEP

Homeless Education
Program

UHY

Unaccompanied
Homeless Youth

CBO

Community-
based
organization

NCHE

National Center
for Homeless
Education

LEA

Local educational
agency

SHC

SchoolHouse
Connection

Objective

McKinney- Vento Homeless Liaisons will...

- become familiarized with their **roles, responsibilities, and requirements** as detailed in the McKinney-Vento Act, and
- learn how to access pertinent **tools** and **resources** to build and maintain a robust Homeless Education Program at their LEA

Agenda

- The Ten Legal Duties of the McKinney-Vento Homeless Liaison
- Requirements of Arizona McKinney-Vento Homeless Liaisons
- Resources for Arizona McKinney-Vento Homeless Liaisons
- Professional Learning Updates from the Arizona Homeless Education Program
- Optional Office Hour

Pre-Assessment

Let's test your knowledge.

Pre-Assessment

1. The ten key duties of McKinney-Vento Homeless Liaisons are determined by the...
2. As a McKinney-Vento Homeless Liaison in Arizona, I must also ensure...
3. What resources are available to McKinney-Vento Homeless Liaisons to learn about their duties, navigate challenges, and obtain technical assistance and support?
4. True or False: Ensuring that the McKinney-Vento Homeless Liaison has the capacity (time, knowledge, tools, authority) to fulfill their duties is a statutory requirement of local education agencies.

The Ten Legal Duties of the McKinney- Vento Homeless Liaison



- Responsibilities of the McKinney-Vento Homeless Liaison
- Statutory Citation, Stakeholders, & Requirements of each of the Ten Legal Duties



Responsibilities of the McKinney-Vento Homeless Liaison

1. Homeless youth are **identified** through outreach with other agencies;
2. Homeless youth are **enrolled** in and have full and equal opportunity to succeed in school;
3. Access to federally required resources: HeadStart and other **preschool** programs, interventions under IDEA, etc.;
4. **Referral to well-being services**: health care, dental, mental health, substance abuse, housing, etc.;
5. **Inform** families and youth of **educational opportunities** with meaningful opportunities to participate;
6. Provide understandable **public notice of educational rights** in locations frequented by homeless youth, guardians, and unaccompanied youth: schools, shelters, public libraries, soup kitchens;
7. Mediate enrollment **disputes** according to federal guidance;
8. Inform family and youth of all **transportation** services;
9. Provide **professional development** and support for all stakeholders who serve homeless students; and
10. Assist **unaccompanied youth** with: enrollment, academic access and success, and notification of “Independent” status and assistance for FAFSA.

Resources Utilized to Develop Today's Session



- [NCHE's Local Homeless Education Liaisons: Understanding Their Role Brief](#)
- [SchoolHouse Connection's Essential Tools and Support for New Liaisons](#)
- [SchoolHouse Connection's Calendar of Events](#)
- [SchoolHouse Connection's Assessing the Capacity of LEA McKinney-Vento Liaisons](#)

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

homeless children and **youth** are **identified** by school personnel through **outreach** and **coordination** activities with other entities and agencies;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(i\)](#)

1.

Identification



1. Identification (LEA-Level)

STAKEHOLDERS

- enrollment staff, bus drivers,
- cafeteria workers,
- teachers,
- educational assistants, principals and other administrators,
- counselors & social workers,
- school nurses,
- school resource officers (SROs),
- specialized staff
- any school staff who have contact with students and may learn of a student's change in living situation.

REQUIREMENTS

- Utilize the [Arizona Student Residency Questionnaire](#).
- Provide the [Educational Rights of Homeless Children and Youths](#) at enrollment.
- Establish an identification process that includes internal referral procedures.
- Reference our [Identification Process Guidance & Resources](#) for more information.

1. Identification (External)

STAKEHOLDERS

- Local city governments
- Shelters
- Community-Based Organizations (CBO's)
- Non-profit organizations
- Faith based organizations
- Post-secondary institutions
- Early Childhood facilities
- Continuum of Care (CoC)
- Social services (DES, WIC)
- Community Action Network (CAN)
- Organizations and service providers who typically interact with families, children, and youth experiencing homelessness
- Housing providers and landlords
- Local tribal health providers and service organizations, including urban Indian centers

REQUIREMENTS

- Establish an identification process that includes external referral procedures.
- Outreach and conduct training for community partners that may need information about how to best work with school systems to meet both academic and other basic needs.
- Use our [LEA Collaborations with Community-Based Organizations](#) tool to keep accurate records of partnerships you have established with community-based organizations.

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

homeless children and youths are **enrolled** in, and have a **full and equal opportunity to succeed** in, schools of that local educational agency;.”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(ii\)](#)

2.

Enrollment



2. Enrollment

STAKEHOLDERS

- Registrars
 - Front office personnel
 - Administrative staff
 - Counselors
 - School social workers
 - District Leadership
 - LEA Entity Administrator
- Any staff or individual responsible for providing enrollment support

REQUIREMENTS

- Provide specialized McKinney-Vento training to enrollment staff annually.
- Establish written procedures for enrollment staff to notify the liaison when a new family or youth enrolls who is experiencing homelessness.
- Review online enrollment processes to ensure that they do not create barriers for families and youth experiencing homelessness.



Share Your Knowledge

What is the most **useful tool** or **practice** you have utilized to support your ability to **identify** students experiencing homelessness?

**Answer in
the chat!**

“Each local educational agency **liaison** for homeless children and youths, designated under paragraph (1)(J)(ii), shall **ensure** that 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, **early intervention services** under part C of the Individuals with Disabilities Education Act, and other **preschool programs administered by the local educational agency;**”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(iii\)](#)

3.

Identification
of young
children and
referrals to
early
childhood
programs



3. Identification of young children and referrals to early childhood programs

STAKEHOLDERS

LEA partners: early childhood program administrators, child find and early childhood special education staff members, LEA administered pre-school program staff (serves ages 3-4)

Community partners:

- Head Start and Early Head Start. (Note: Head Start and Early Head Start programs are free.)
- Home visiting programs. (Note: These programs typically serve expectant parents/caregivers of young children up to age 5)

- Child care resource and referral agencies (serves ages 6 weeks to 12 years).
- Early Intervention (IDEA Part C). Serves ages birth-3, child at risk of or experiencing developmental delay.
- Emergency/Transitional/Domestic Violence shelter staff
- Medical providers, such as pediatricians
- Local libraries and community centers

REQUIREMENTS

- Review the response on the Arizona Student Residency Questionnaire. “Do you have children of the preschool age?”
- Develop partnerships with your local early childhood development providers .
- Provide McKinney-Vento training for early childhood partners.
- Establish MOUs with local early childhood development providers to help facilitate referrals and enrollment

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

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;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(iv\)](#)

4.

Community Referrals



4. Community Referrals

STAKEHOLDERS

- Shelter staff
- Local government officials
- Housing programs
- Food pantry staff
- Public benefit offices such as the Department of Economic Security (DES, SNAP, WIC, or TANF)
- Low-income energy assistance offices
- Community social workers
- LEA education foundation
- Local continuum of care
- Local law enforcement agencies and first responders
- Medical providers like pediatricians and Tribal Health Centers
- Housing providers and landlords
- Public library staff
- Faith-based organizations
- Local businesses
- Local service organizations such as Lions Club, Rotary, and Optimist Clubs
- Other organizations and service providers who typically interact with families experiencing homelessness
- Indian Education Programs at the LEA and SEA level
- Migrant Education Programs at the LEA and SEA level

REQUIREMENTS

- Establish processes to provide a community training event at the start of each new school year by inviting community service providers to gather to learn about McKinney-Vento and the services provided by each agency.
- Coordinate convening community partners quarterly to discuss needs, referral processes, MOUs, information sharing, and to provide an update on the LEA's McKinney-Vento program.
- Institute MOUs or other information sharing systems in place so that families and school staff have an easy process to access community resources.



Share Your Knowledge

How has **partnering** with community-based organizations enhanced your ability to **conduct referrals** and **provide services** for students and families experiencing homelessness?

Answer in
the pop-
up poll!

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

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;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(v\)](#)

5.

Full Participation



5. Full Participation

STAKEHOLDERS

- School level administrators
- Counselors
- Academic coaches
- Career and Technical Education (CTE) coordinators
- TRIO or GEAR UP program coordinators
- Coaches and athletic directors
- Club advisors
- Supplemental learning planning committee
- Family engagement coordinators
- Cultural specialists
- Behavioral intervention specialists
- Special education staff
- Title I and other federal program personnel

REQUIREMENTS

- Create a process to help students, especially unaccompanied youth, connect with athletic programs, clubs, or other extracurricular activities.
- Establish an internal written plan to support the removal of barrier to participation when transportation presents as the barrier.
- Develop an internal written plan to ensure full participation in situations when a financial hardship is present.
- For high school students work in partnership with school counseling staff, create a process to conduct a transcript audit for students identified as experiencing homelessness to look for partial or full credits from prior schools.
- Provide training to school counselors and other LEA program staff who support college, career readiness and FAFSA completion.

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

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;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(vi\)](#)

6.

Outreach and Awareness



6. Outreach and Awareness

STAKEHOLDERS

LEA Partners

- Office staff
- Administrators
- Food and Nutrition staff
- Student services staff

Community Partners

- Shelter staff
- Housing programs and services providers
- Hotel and Motel Staff
- Local government officials
- Food pantry staff
- Community social workers

- Medical providers like pediatricians
- Local continuum of care
- Public library staff
- Faith-based organizations
- Local businesses
- Local service organizations
- Other organizations who typically interact with families experiencing homelessness

REQUIREMENTS

- Use the Public Notice Poster as a tool to initiate a conversation about the McKinney-Vento Act whether it's at a school site or within the community.
- Consider creative places in the community to post information, such as: laundromats, post offices, libraries, motels, grocery stores, fast food restaurants, youth centers, schools, district offices, bus stops, gas stations, shelters, food pantries, public housing offices, etc.
- Ensure the native languages of the youth and families in your district and provide outreach materials in those languages.
- Provide outreach materials in different ways, such as visual posters, QR codes with audio clips, short video clips on LEA social media, PSAs, etc.



Share Your Knowledge

What organizations or businesses have you successfully **partnered with** or **conducted outreach** through to identify students experiencing homelessness?

**Answer in
the chat!**

“If a **dispute** arises over eligibility, or school selection or enrollment in a school—

(iii) the parent, guardian, or unaccompanied youth shall be referred to the local educational agency **liaison** designated under paragraph (1)(J)(ii), who shall **carry out the dispute resolution process** as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute; and

(iv) in the case of an **unaccompanied youth**, the liaison shall ensure that the youth is **immediately enrolled** in the school in which the youth seeks enrollment pending resolution of such dispute.”

[42 U.S.C. § 11432 \(g\)\(3\)\(E\)](#)

7.

Dispute Resolution



7. Dispute Resolution

STAKEHOLDERS

- School superintendent
- Superintendents
- School boards
- Title III staff, including translators and interpreters
- Building level administrators
- Teachers
- Student services personnel, such as counselors and social workers
- Attendance staff
- Cultural specialists

REQUIREMENTS

- Establish a written plan to ensure your LEAs [Dispute Resolution](#) process is available upon request from a parent, guardian or youth.
- Ensure the written plan includes a form for completion, letter template and an outline of required timelines.
- Determine which LEA staff will be involved in the appeal process, taking into account the roles of the LEA staff in each layer of appeal.

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

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);”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(viii\)](#)

8.

Transportation



8. Transportation

STAKEHOLDERS

- Internal LEA transportation staff
- External LEA transportation staff
- LEAs that you frequently share transportation with
- Shelters, and other housing program staff
- Business office staff
- Local community-based organizations that have access to vehicles or methods of transportation

REQUIREMENTS

- Establish a written internal plan detailing the responsible personnel and stakeholders, process (i.e., sequential steps to be taken), student-centered information to be considered, and timeline required to promptly coordinate and provide transportation.
- Establish ways to partner with LEA transportation staff so that transportation is set up promptly and does not create barriers for attendance.
- Provide training on McKinney-Vento to district transportation staff, including bus drivers, vendors, and other transportation personnel.

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

school personnel providing services under this part receive **professional development** and other support;”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(ix\)](#)

9.

Professional Development



9. Professional Development

STAKEHOLDERS

- All LEA staff and personnel, annually
- Specialized
 - Office staff
 - Administrators
 - School Board members
 - Transportation
 - Counselors and Social Workers
 - Teachers
 - Instructional Specialists
 - Special Education personnel
- School Nurses
- Cafeteria staff
- Preschool personnel
- Security guards or SRO's
- Paraprofessionals
- Playground Aids
- Crossing guards
- Maintenance staff
- IT/Data team
- CTE staff
- Afterschool program personnel

REQUIREMENTS

- Provide professional development and training for all school staff at least once annually.
- Provide specialized training for specific departments within the LEA.
- Provide one-on-one training or meetings with new staff hired throughout the school year.
- Develop an internal written plan to address the referral process for staff.

10.

Unaccompanied Homeless Youth

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

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 1087w 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.”

[42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(x\)](#)



10. Unaccompanied Homeless Youth

STAKEHOLDERS

- LEA enrollment office staff
- School counselors
- Homeless higher education liaisons
- Service providers
- School truancy officers
- Attendance clerks
- Financial aid administrators at local colleges and universities

REQUIREMENTS

- Develop a written internal plan to ensure the timely identification of unaccompanied youth experiencing homelessness.
- Implement the use of the Caregivers Authorization Affidavit for situations when the child or youth is residing with someone other than their parent or legal guardian.
- Develop a written internal plan to address barriers that may present as youth that are living on their own without a parent or guardian to ensure the remove of barriers to enrollment.
- Establish procedures with school counselors to support youth in college and career readiness, as well as FAFSA completion.

Requirements of Arizona McKinney- Vento Homeless Liaisons



- Requirements of Arizona McKinney-Vento Homeless Liaisons
- Statewide Awareness Campaign

Requirements of Arizona McKinney-Vento Homeless Liaisons

Arizona's ESSA State Plan requires that McKinney-Vento Homeless Liaisons:

- Ensure provision of accurate and up-to-date contact information to be published on the McKinney-Vento Homeless Liaison Contact List by completing the appropriate forms as needed;
- Collaborate with school personnel to ensure use of the Arizona Student Residency Questionnaire and The Educational Rights of Homeless Children and Youths to identify homeless students;
- Attend an annual minimum of **eight (8) professional learning hours**;
- Assess the needs presented by the students through **locally developed informal comprehensive needs assessment** tools;
- Ensure required **student data** elements for homeless students and youth are accurately submitted;
- Provide at minimum an **annual training** to all LEA/Charter District school staff including administrative staff; and
- Annually **develop, review, and revise policies** to increase access to educational opportunities and academic success.

42 U.S.C. § 11432 (g)(3)

Data Reporting Requirements

- **LEAs must report all students identified to be experiencing homelessness**
 - If a student qualifies, but denies services, the student must be reported by the LEA for the SY
- **Required data reporting elements**
 - Primary nighttime residence
 - Unaccompanied homeless youth status
 - Not in the physical custody of a parent or court-appointed guardian
- **LEAs must ensure data accuracy by:**
 - Maintaining data in an internal tracking sheet
 - Uploading student data accurately and regularly into the student information system (SIS)
 - Verifying accurate reporting to AzEDS by comparing the AzEDS data reports against the internal tracking system & records

Data Reporting Requirements

- **Beginning with the 24-25 SY, the Homeless Education Program is now a program, not a need**
- **Reporting Requirements**
 - **All HCY are required to have a PNTR entry**
 - **All UHY must have membership with the Homeless Education Program**
 - UHY is now a need tied to the Homeless Education Program
 - **Homeless Education Program Eligibility Entry & Exit Dates**
 - **Eligibility Entry Date**
 - Can be after the student enrolls in the LEA
 - **Eligibility Exit Date**
 - **CANNOT** be before the LEA membership exit date

Data Reporting Requirements

- **New AzEDS Reports**
 - **HEP10 Report - *Available Now!***
 - Pre-integrity
 - All HEP data submitted to ADE
 - Reports data immediately after submission
 - **HEP72 Report - *Coming Soon!***
 - Post-integrity
 - Only HEP data submitted to ADE that passed all integrity rules
 - Data in report is refreshed each night
 - **INTEG15 Report - *Coming Soon!***
 - Post-integrity
 - Provides descriptions why the HEP data submitted to ADE did not pass integrity rules
 - Data in report is refreshed each night

Reports

 Fiscal Year: **1**

 Local Education Agency: **2**

- Student Detail
- Accountability
- Student-Teacher-Course Connection
- Support Program **4**
- CCLC10 - 21st CCLC Attendance Verification Report
- CCLC15 - 21st CCLC District Attendance Count Report
- CCLC20 - 21st CCLC Student Attendance Count Report
- CCLC30 - 21st CCLC Annual Performance Report Teacher Survey Report
- FSP10 - Food Service Program Verification Report
- GIFT10 - Gifted and Talented Program Data Verification Report
- GIFT11 - Gifted and Talented Need Data Verification Report
- HEP10 - Homeless Education Program Verification Report **5**
- SUPP10 - Support Program Data Verification Report
- SUPP11 - Support Program Need Data Verification Report
- SUPP72 - Income Eligibility 1 and Income Eligibility 2 Student Indicator Report

HEP10 – Homeless Education Program Verification Report

This report provides all Homeless Education Program data that has been submitted to ADE. This information is available immediately after submission and is pre-integrity.

6

 Page Break between Schools:
7 [View Report](#)

School CTDS: 07-05-16-204

School Name: Verrado High School (87903)

State Student ID	Last Name	First Name	Middle Name	Gender	Homeless Eligibility Entry	Homeless Eligibility Exit	Primary Nighttime Residence	Unaccompanied Homeless Youth	Grade	LEA Membership Entry	LEA Membership Exit/ Withdrawal
3094830	Mouse	Mickey		M	08/14/2024	05/22/2025	Doubled Up	Yes	9	08/14/2024	05/22/2025

School - Total Unduplicated Student Count: 7	Total Student Records Submitted: 9
School - Unduplicated Homeless Children and Youth (HCY) Count: 3	Total Homeless Children and Youth (HCY) Records Submitted: 3
School - Unduplicated Unaccompanied Homeless Youth (UHY) Count: 4	Total Unaccompanied Homeless Youth (UHY) Records Submitted: 6
District - Total Unduplicated Student Count: 61	Total Student Records Submitted: 63
District - Unduplicated Homeless Children and Youth (HCY) Count: 34	Total Homeless Children and Youth (HCY) Records Submitted: 34
District - Unduplicated Unaccompanied Homeless Youth (UHY) Count: 27	Total Unaccompanied Homeless Youth (UHY) Records Submitted: 29

Notes:

- A) PNTR 'Sheltered' includes Shelters and Transitional Housing.
- B) If Grade and LEA Membership dates are NA, then there was no membership submitted for the time of the Homeless Education Program Record. *Please correct the data for this student.*
- C) Null value for Unaccompanied Homeless Youth would be considered equivalent to false (No).

Yearly Calendar of Events for McKinney-Vento Homeless Liaisons

Arizona McKinney-Vento Homeless Liaisons Calendar of Events Highlights

August:

- Re-eligibility determinations for previously identified students
- Review new request for eligibility
- Establish services, including transportation
- Attend ADE HEP Professional Learning
- Bi-weekly data integrity checks and monthly uploads to AzEDS

September

- Ongoing eligibility determinations
- Confirm ADE HEP contact list details
- Provide annual staff training, specialized training
- Attend ADE HEP Professional Learning

Yearly Calendar of Events for McKinney-Vento Homeless Liaisons

Additional Programmatic Events

- On going eligibility determinations
- Attend monthly ADE HEP administered professional learning
- Provide CBO training, including shelters, and other housing programs
- Arrange meetings with other McKinney-Vento Homeless Liaisons to ensure protocols are established for shared transportation.
- NAEHCY Annual Conference
- Data
 - Bi-weekly data integrity checks
 - Monthly uploads to AzEDS
 - June 30th deadline
- Summer School Planning
- End of Year Processes

SchoolHouse Connection Resource

[McKinney-Vento School Year Calendar of Events.](#)

McKinney-Vento School Year 2024-2025 Calendar of Events



This calendar serves as a starting point for homeless liaisons to organize the implementation of requirements, outreach, resources, and other activities to support students experiencing homelessness, offering strategies and best practices on implementing the McKinney-Vento Homeless Assistance Act throughout the school year. It is essential for each local educational agency (LEA) to regularly update and customize this calendar to suit their specific needs. Newly appointed homeless liaisons can find additional information on their roles and responsibilities by visiting SchoolHouse Connection's [dedicated webpage for new liaisons](#).

AUGUST 2024	<ul style="list-style-type: none"><input type="checkbox"/> Send a housing questionnaire to <i>all</i> families and follow up with all families who indicate they may be eligible for McKinney-Vento services. Be sure to include a question about younger siblings or non-school-aged children in the home.<input type="checkbox"/> Ensure all eligible families are identified and services are set up.
SEPTEMBER 2024	<ul style="list-style-type: none"><input type="checkbox"/> Provide annual staff training, including basic McKinney-Vento information and procedures for referring to the homeless liaison or building point of contact.<input type="checkbox"/> Connect with feeder schools to share about students experiencing homelessness. Use Student Information System (SIS) reports sent each month to review.<input type="checkbox"/> Connect with teachers, counselors, or other staff who may be teaching classes on social justice topics or have regular advisory or homerooms. Ask for opportunities to connect with these classes to share about homelessness in the broader community and connect with the homeless liaison or building point of contact if the student or family is in an unstable or homeless situation.

“The local educational agencies will designate an appropriate staff person, **able to carry out the duties** described in paragraph (6)(A), who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths..”

[42 U.S.C. § 11432 \(g\)\(1\)\(J\)\(ii\)](#)

Liaison Capacity





Assessing the Capacity of LEA McKinney-Vento Liaisons for Children and Youth Experiencing Homelessness

Under the McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015, every local educational agency (LEA) must designate a liaison for homeless children and youth. Liaisons must be “able to carry out” ten specific duties. 42 USC 11432(g)(1)(J)(ii).

The U.S. Department of Education Non-Regulatory Guidance states that LEAs “should allocate sufficient time for... liaisons to do their jobs effectively and should support them in fulfilling their duties as outlined in the law and in making timely decisions.” To determine the time needed to carry out the liaison’s duties, the Department directs LEA administrators to review the legal requirements for the position.

The chart below outlines the ten legal requirements of McKinney-Vento liaisons. 42 USC §11432(g)(6)(A).

It is intended to serve as a quick self-assessment of the extent to which of these duties currently are able to be carried out, and a plan for building the capacity to carry them out in the future. This chart is not intended to substitute for a comprehensive needs assessment. Rather, it is a simple tool to help LEAs quickly identify and prioritize areas where greater capacity is needed to carry out the law.

Legal Duty: McKinney-Vento liaisons <u>must</u> ensure that...	Quick Self-Assessment: 0 = Not able to carry out 5 = Fully able to carry out DK = Don't Know	Plan for Liaison Capacity	
		What Needs to Happen?	Who Needs to be Involved?
1. Homeless children and youth are identified by school personnel through outreach and coordination with other entities and agencies.			

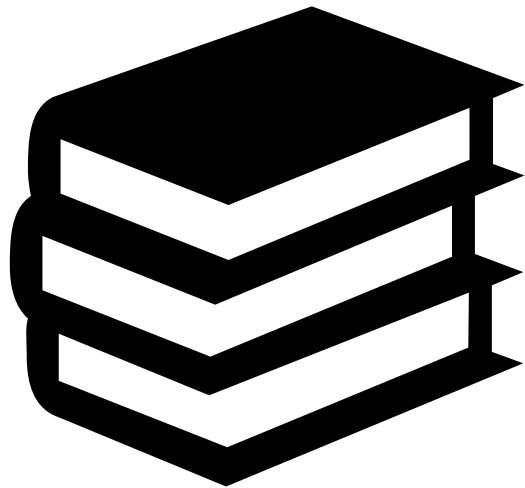
Assessing the Capacity of the McKinney- Vento Homeless Liaison

Resources for McKinney- Vento Homeless Liaisons



- Legal Resources
- National Organizations
- Resources from the Arizona Homeless Education Program
- Technical Assistance from the Arizona Homeless Education Program

Legal Resources



- [McKinney-Vento Homeless Assistance Act](#)
- [U.S. Department of Education: Education for Homeless Children and Youths Program Non-Regulatory Guidance](#)
- [U.S. Department of Education Office for Civil Rights](#)
- [Arizona Revised Statutes, Title 15 - Education](#)
- [Arizona's ESSA State Plan](#)

National Organizations



[National Center for Homeless Education \(NCHE\)](#)

- [Homeless Liaison Toolkit](#)
 - [Trainings and webinars](#)
 - [Homeless Education Issue Briefs](#)
-



[SchoolHouse Connection](#)

- [Tools & Resources](#)
- [Q&A From The Field](#)
- [Webinars](#)

Resources from the Arizona Homeless Education Program

[Arizona Homeless Education Program Homepage](#)

- [Guidance & Sample Documents](#)
- [Professional Learning](#)
- [McKinney-Vento Homeless Liaison Contact List](#)

Arizona HEP Newsletter

- [Archived Issues](#)



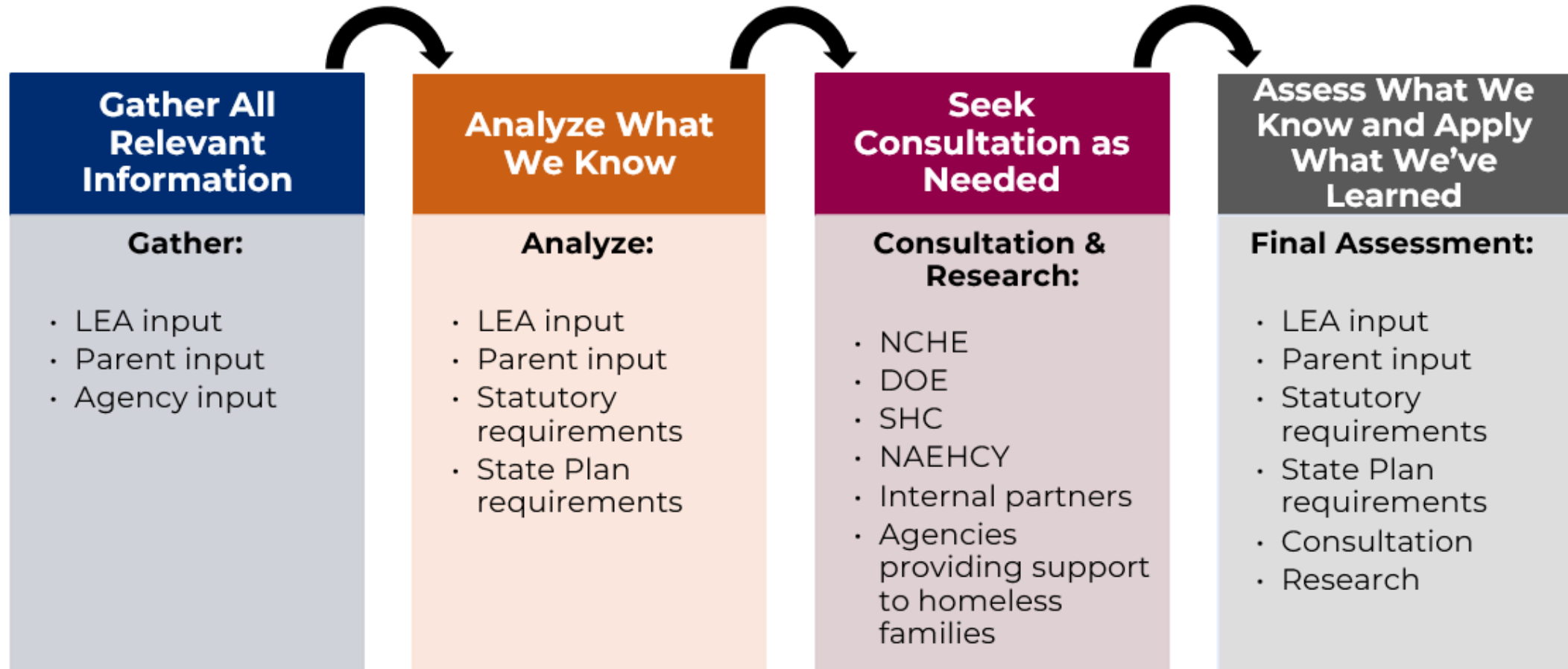


Scenario

Type your
answer in
the chat!

Your LEA has identified a student that is missing immunization records. The school nurse advised you that they are in danger of suspension. You would like to provide them with guidance regarding the legal requirements. What steps can you take to ensure this is addressed?

Technical Assistance from the Arizona Homeless Education Program



Professional Learning Updates from the Arizona HEP



- Arizona Homeless Education Program Professional Learning Calendar
- New Professional Learning Platform

Arizona Homeless Education Program Professional Learning Calendar

	August	September	October	November	December
Topic	McKinney-Vento in Practice	Frequently Asked Questions – Part II	Supporting Unaccompanied Homeless Youth (UHY) – Part II	<i>No Session due to National Homeless Education Conference and Holiday</i>	Eligibility Determinations, Best Interest Determinations (BIDs), Managing Disputes, & Providing Written Notification
Date	August 27 th & 29 th , 2024	September 24 th & 26 th , 2024 10am-12pm	October 22 nd & 24 th , 2024 10am-12pm		December 10 th & 12 th , 2024 10am-12pm

New Professional Learning Platform



- The Arizona Department of Education will begin hosting all professional learning sessions and other virtual meetings via **Microsoft Teams** starting in the fall of 2024.
- The Arizona HEP will **no longer be utilizing Zoom** to host professional learning sessions.
- To prepare for this change, we recommend you:
 - Review Microsoft’s [“Get started with Microsoft Teams Webinars”](#) Guide
 - Check with your LEA’s IT department to prepare for any firewall or pop-up blockers that may impact your ability to join and participate in chat, polls, and surveys
- You **do not** need to have a Microsoft Teams account to register for or attend professional learning events.

New Professional Learning Platform



- Registration for sessions will occur through completion of a form for each of the sessions you are interested in attending. Once available, a link to these forms will be shared via:
 - Arizona HEP Newsletter
 - [Arizona HEP Website](#) (View “Upcoming Professional Learning Sessions”)
 - Email blasts to McKinney-Vento Homeless Liaisons
- Attendees will **no longer be required** to register via Arizona Professional Learning & Development (APLD) Webpage.
- We are currently gathering more information and developing resources to support your participation in the professional learning sessions offered on this new platform, as well our certification provision method.
- Updates, guidance, and registration information for these events will be shared soon!

Post-Assessment

Let's test your knowledge.

Post-Assessment

1. The ten key duties of McKinney-Vento Homeless Liaisons are determined by the...
2. As a McKinney-Vento Homeless Liaison in Arizona, I must also ensure...
3. What resources are available to McKinney-Vento Homeless Liaisons to learn about their duties, navigate challenges, and obtain technical assistance and support?
4. True or False: Ensuring that the McKinney-Vento Homeless Liaison has the capacity (time, knowledge, tools, authority) to fulfill their duties is a statutory requirement of local education agencies.

Post-Assessment Results

1. The ten key duties of McKinney-Vento Homeless Liaisons are determined by the...
 - ✓ McKinney-Vento Homeless Assistance Act
2. As a McKinney-Vento Homeless Liaison in Arizona, I must also ensure...
 - ✓ Utilization of the Arizona Student Residency Questionnaire
 - ✓ Provision of the Educational Rights of Homeless Children and Youths
 - ✓ My contact information is accurate on the Arizona HEP website
 - ✓ Attendance at 8 hours of HEP-related professional learning each school year

Post Assessment Results

3. What resources are available to McKinney-Vento Homeless Liaisons to learn about their duties, navigate challenges, and obtain technical assistance and support?
 - ✓ National Center for Homeless Education (NCHE)
 - ✓ SchoolHouse Connection
 - ✓ McKinney-Vento statute and non-regulatory guidance
 - ✓ Guidance documents and resources on the Arizona HEP website
 - ✓ Professional learning session recordings on the Arizona HEP website
 - ✓ Contact the Arizona HEP via phone or email

4. True or False: Ensuring that the McKinney-Vento Homeless Liaison has the capacity (time, knowledge, tools, authority) to fulfill their duties is a statutory requirement of local education agencies.
 - ✓ True



Closing & Next Steps

Feedback Survey & Certificates

Feedback survey

- Will only populate once you click **“Leave Meeting”**
- Must complete to receive a professional learning certificate of participation

Recording and slides

- HEP website

Statewide Awareness Campaign

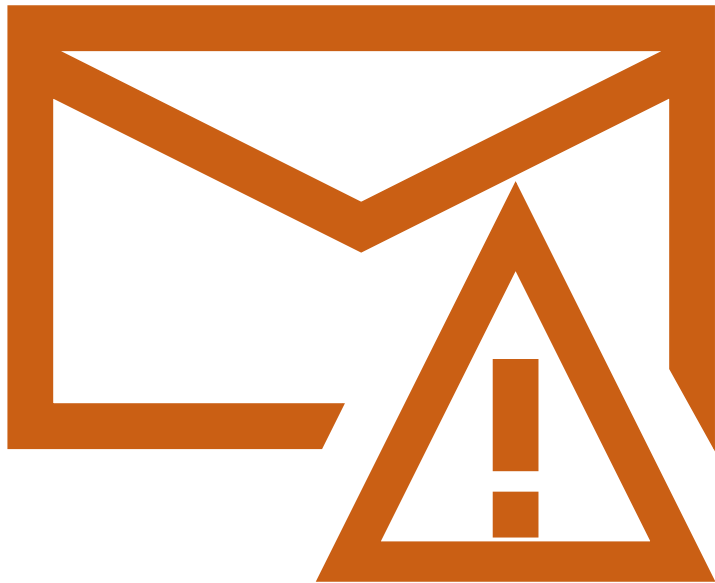


This summer, the Arizona Department of Education launched a **statewide awareness campaign** to support the **identification** of students experiencing homelessness.

The campaign brought roughly **~11,500 new visitors** to our website in July alone!

Up-to-date contact information for LEAs on our website **is required** to enable the **identification** and provision of **services** for students experiencing homelessness who make their way to our website seeking information and assistance.





Technical Assistance

Arizona Department of Education
Homeless Education Program

(602)542-4963

homeless@azed.gov



Optional Office Hours
