



Countywide Homeless Education Support

County Office of Education Liaison
Responsibilities & Effective
Implementation Strategies



Welcome Liaisons!



Welcome and Introductions



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About the HETAC

The Homeless Education Technical Assistance Center (HETAC)

- Is funded by the California Department of Education to serve as the state's homeless education technical assistance center
- Is operated jointly by the Contra Costa, Los Angeles, and San Diego County Offices of Education

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Visit the HETAC website at hetac.org.

“Which HETAC serves my county?” [Download the HETAC flyer to learn more.](#)



Session Agenda

- McKinney-Vento Act basics
- County Offices of Education basics
- The role of the County Office of Education (COE) liaison
 - Additional COE liaison duties
 - Recommended strategies and resources for implementing the liaison duties
- Q&A, discussion, and peer-to-peer sharing throughout



Resource Spotlight

A Guide to the Homeless Liaison Role in California: Legal Guidelines and Implementation Strategies

A GUIDE TO THE HOMELESS LIAISON ROLE IN CALIFORNIA: LEGAL GUIDELINES AND IMPLEMENTATION STRATEGIES



This California Homeless Education Technical Assistance Center (HETAC) resource

- outlines the responsibilities of local educational agency (LEA) homeless liaisons and LEAs under federal education statute and California Education Code,
- highlights additional responsibilities specific to the role of the county office of education (COE) liaison, and
- recommends strategies for implementing these responsibilities effectively.

This resource was developed in partnership by the California HETAC and [SchoolHouse Connection](#).



Download [A Guide to the Homeless Liaison Role in California: Legal Guidelines and Implementation Strategies](#)



Who is in the room?

Are you a....

- New Liaison (1st year)
- 2-4 years
- 5-9 years
- 10+ years





McKinney-Vento Act Basics



Full Sail Ahead: Supporting Students Navigating Smooth & Stormy Waters

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McKinney-Vento Basics

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act

- Was reauthorized by Title IX, Part A of the Every Student Succeeds Act
- Addresses the unique educational barriers and challenges faced by students experiencing homelessness
- Establishes the [definition of homeless](#) used by U.S. public schools
- Requires state educational agencies (SEAs) to designate a [state coordinator for homeless education](#) and local educational agencies (LEAs) to designate a [local homeless education liaison](#)
- Establishes the duties of the state coordinator and LEA liaison



Removal of Barriers

State educational agencies (SEAs) and local educational agencies (LEAs) must **review and revise laws, regulations, practices, or policies** that may act as a **barrier to the identification** of, or the **enrollment, attendance, or success in school** of children and youth experiencing homelessness.

42 U.S.C. § 11431(2)



Definition of Homeless

Children and youth who lack a fixed, regular, and adequate nighttime residence, including

- Sharing the housing of other persons, *due to loss of housing, economic hardship, or a 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 abandoned in hospitals
- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- 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)



Definition of *Unaccompanied Youth*

The term “unaccompanied youth” includes a homeless child or youth not in the physical custody of a parent or guardian.

For a student to be an unaccompanied youth, they must meet two criteria:

- 1 They must be **experiencing homelessness** (in a living arrangement that meets the definition of *homeless*)
- AND**
- 2 They must be **unaccompanied** (not in the physical custody of a parent or guardian)





Role of the COE Liaison



Disclaimer!

If you're new to homeless education or your role as the liaison, remember to **go one step at a time**. Strong homeless education programs aren't built in a day.

Focus first on **ensuring basic compliance**, then **strengthening your program** by implementing best practices and building stronger school and community partnerships.



What is a County Office of Education?



Role of the COE

In California, COEs provide a support infrastructure for local school districts and schools.

- This infrastructure is generally comprised of student, administrative, and instructional services.
- COE liaisons play an invaluable role in **supporting the capacity** of all districts and schools (including nonprofit charter schools) in their county as they seek to identify and address the educational and related needs of children, youth, and families experiencing homelessness.



Framing for Today's Conversation

- In California, an LEA is defined as a school district, county office of education (COE), nonprofit charter school, or a special education local plan area [Cal. Educ. Code § 56026.3]
- Given the inclusion of COEs in the definition of LEA, and the important intermediary role COEs play in a state the size of California, COEs must appoint a [COE homeless liaison](#). COE liaisons fulfill responsibilities specific to their location within a COE in addition to those required of school district liaisons



Duties of the COE Liaison

Facilitating Communication and Collaboration

COE liaisons shall facilitate communication and collaboration between CDE, the COE, and districts within the county to ensure the effective planning and implementation of LEA homeless education programs and provision of educational and related services to children, youth, and families experiencing homelessness.

Training and Technical Assistance

COE liaisons shall provide training and technical assistance to all district liaisons within the county, including those designed by charter schools, on the McKinney-Vento Act and the rights of students and families experiencing homelessness.



Duties of the COE Liaison

Meeting Reporting Requirements

COE liaisons ensure the timely and accurate reporting to CDE of required homeless education data by the COE and districts within the LEA.

Assisting with the Resolution of Disputes

COE liaisons ensure the timely and effective resolution of homeless education disputes within their county, including any appeals of district-level decisions to the COE.

Building School-Community Partnerships

COE liaisons shall work collaboratively with school, district, and community partners in their county to assist with the development of mutually beneficial partnerships that support children, youth, and families experiencing homelessness.



Education for Homeless Children & Youth (EHCY) Grant

- COEs with the EHCY grant support **all** LEAs in their county – including districts, charters and COE operated school sites through professional development, technical assistance and other activities.
- 21 Authorized Activities:
<https://www.cde.ca.gov/sp/hs/fiscalresources.asp>
- Annual county-wide data collection report due in October
- Current grantees are funded through June 30, 2024
- Next Request for Funding is anticipated to be released in October 2026 for next 3-year grant cycle (2027-2030)



Questions?
Comments?



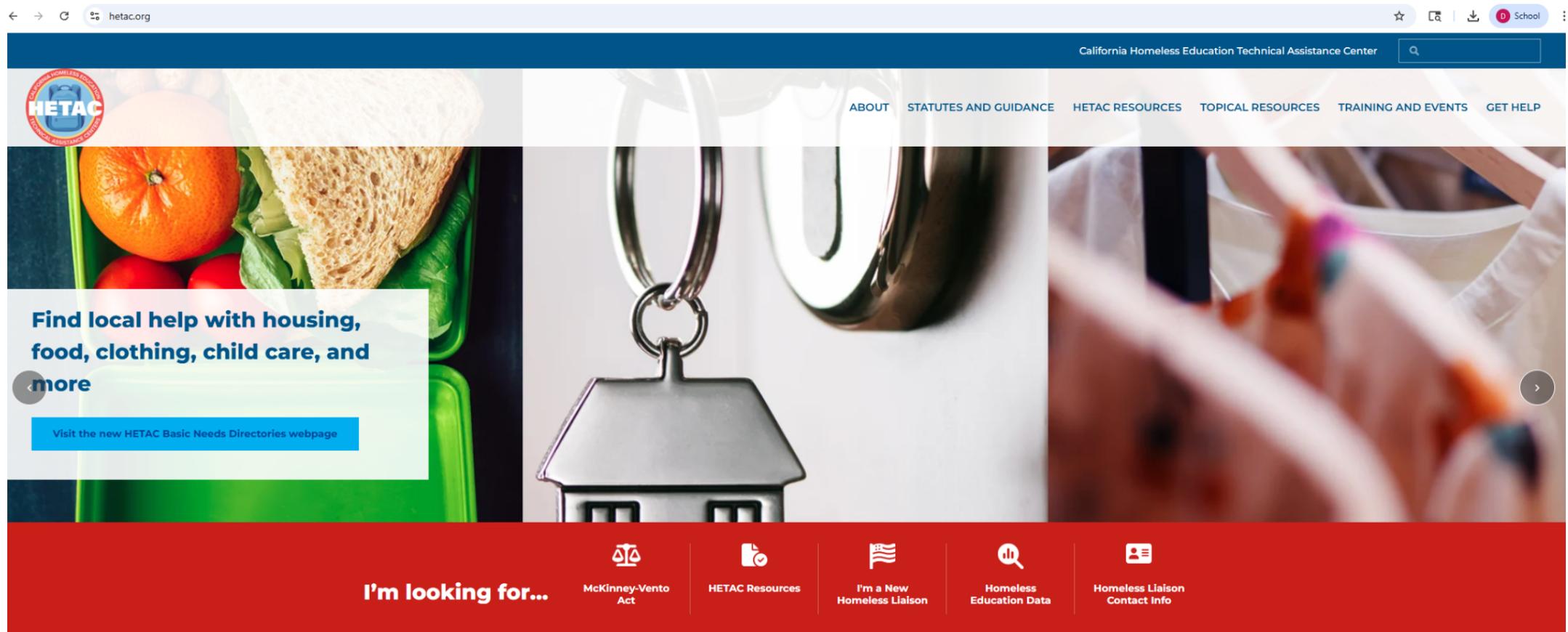


The Role of the LEA Liaison:

Implementation Strategies and Resources



The HETAC Website: Your Resource Hub



Let's take a quick look at hetac.org!



Resources and Strategies by Duty:

Facilitating Communication & Collaboration

STRATEGIES

- **Facilitate regular engagements** (e.g. quarterly or biannual meetings) with district liaisons in the county to share important updates and new resources
- **Work collaboratively across COE program offices** that serve special populations, such as migrant education and early childhood education, to better support students experiencing homelessness who have intersecting identities
- **Build connections with district liaisons** in the county to help better understand their needs and resources available in their communities

RESOURCES

- Become familiar with supports available from the **CDE Homeless Education Program Office** and the **HETAC**
- Become familiar with **district liaison** list for your county. Post a countywide list for your liaisons to find each other



Resources and Strategies by Duty:

Training and Technical Assistance

STRATEGIES

- Develop and **implement a training plan** to provide professional development and other support to LEA personnel
- Develop a simple Q&A tracking document or spreadsheet to monitor technical assistance requests received
- Can include:
 - who submitted the request
 - the topic of the request
 - responses provided
- This can help identify areas where more technical assistance may be needed

RESOURCES

- Become familiar with the [Identification Tip Sheet](#) and sample implementation plan on the HETAC website
- Become familiar with the [identification checklists](#) at SchoolHouse Connection
- Make use of CDE downloadable [PowerPoint presentations](#) on a variety of homeless education topics
- Become familiar with training opportunities available on the HETAC [events webpage](#)
- Ensure you are signed up for the CDE homeless education resources listserv



Sample Monthly Activities

- Create an annual training and communication plan to help manage your time and ensure timely outreach to liaisons throughout the year

Month(s)	Activities
July/August	<ul style="list-style-type: none"> • Reach out to all Local Education Agencies (LEAs) to verify current year Homeless Education Liaison contact information • Update LEA Liaison contact list on COE website • Let Liaisons know about upcoming training and meetings that will be offered this school year and send out calendar invites.
September	<ul style="list-style-type: none"> • Host “Back to School” meeting/annual training for all LEA Liaisons and or quarterly LEA Liaison Meeting • Send reminders to LEA Liaisons for CALPADS census day (first Wednesday in October) • Plan for National Homeless Youth Awareness Month (November) • Prepare National Homeless Youth Awareness Month Board Resolution and submit for October or November board meeting • Annual CDE data collection for EHCY Grantees
October	<ul style="list-style-type: none"> • Census Day – First Wednesday of October • Homeless Education presentation to COE Board
November	<ul style="list-style-type: none"> • Share information and make presentations throughout the month for National Homeless Youth Awareness Month • Use NHYAM Graphics for Zoom meetings and social media
December/January	<ul style="list-style-type: none"> • Host quarterly LEA Liaison Meeting • Collaborate with local Homeless Continuum of Care for Point in Time Count (January)

Resources and Strategies by Duty:

Meeting Reporting Requirements

STRATEGIES

- **Administer the annual CDE survey** designed to collect homeless student data from districts in the county if the COE receives Education for Homeless Children and Youth (EH CY) subgrant funding
- Ensure a **login for your county CALPADS** system from your COE CALPADS administrator



RESOURCES

- Create a survey system via google forms, survey monkey or similar, to collect data from LEAs for the annual CDE survey
- Become familiar with the CDE **Consolidated Application and Reporting System (CARS)** and ensure districts are aware of any other upcoming homeless education reporting requirements and deadlines
- Become familiar with the **CDE DataQuest** system
 - HETAC Data & Donuts sessions from the HETAC Events page



Liaison Resources and Strategies by Duty: Assisting with the Resolution of Disputes

STRATEGIES

- **Support and provide technical assistance** to district liaisons in the county on carrying out the McKinney-Vento dispute process in their district; this may include:
 - assistance in resolving informal disagreements before they reach formal dispute status
 - advising district liaisons on relevant statutory guidelines related to the circumstances of any disputes that arise
- **Decide dispute appeals** from your county and forward to CDE as appropriate

RESOURCES

- Sign up for the CDE/HETAC Dispute Resolution webinar this month
- Become familiar with the California Dept. of Education Homeless Education Dispute Resolution Process memo
- Review the HETAC [Dispute Resolution Tip Sheet](#)
- Review the National Center for Homeless Education (NCHE) [Dispute Resolution](#) brief



Liaison Resources and Strategies by Duty: Building School Community Partnerships

STRATEGIES

- Become familiar with relevant task force or working group meetings in the county and seek out agencies that may make good **partners** Relevant collaborative groups may include the local homeless response Continuum of Care board or a board working group and the regional or local homeless coalition



RESOURCES

- Become familiar with the **HETAC School-Community Partnerships Toolkit** and share these and related resources with school, district, and community partners in the county
- Become familiar with the **HETAC Community Schools Crosswalk of Partnership Opportunities** and the **Primer on Pillar Alignment**
- Develop **memoranda of understanding (MOUs)** with agencies within the community to guide the establishment and implementation of school-community partnerships



Collaborating with Community Partners

Common community partners include:

- Homeless response (Continuums of Care)
- Housing and shelter programs
- Early care and education (child care and Head Start)
- Higher education
- Other community partners (non-profits, service providers, faith community, etc.)

[HETAC Partner Toolkit](#)



**Building School-Community Partnerships
in Support of Children, Youth, and
Families Experiencing Homelessness**

<<add presenter contact information here>>



Questions?
Comments?





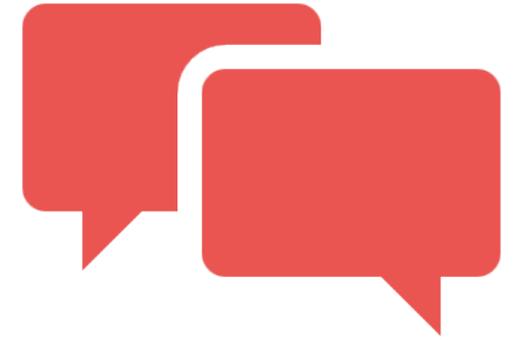
Q&A, Discussion, and Peer-to-Peer Sharing



Turn and Talk: Liaison Successes

In which area(s) of your COE liaison role and responsibilities do you feel most confident in? Where are you having “the most success”?

Take 5-6 minutes to discuss this question with your tablemates, then we'll debrief as a group.

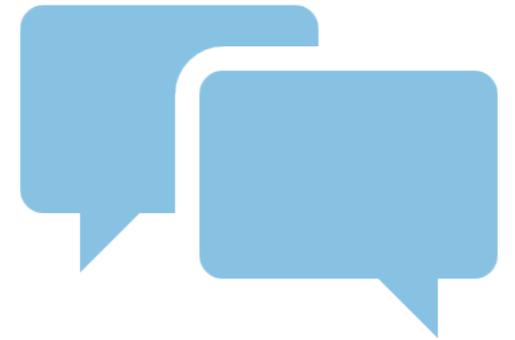


Turn and Talk: Liaison Challenges

In which areas of your COE liaison role and responsibilities do you feel most challenged? Are there particular duties you find difficult to implement effectively?

After sharing your challenges, ask your tablemates if they have any strategies they've used to address your challenge?

Take 5-6 minutes to discuss this question with your tablemates, then we'll debrief as a group.



Turn and Talk: Liaison Self-Care

**The role of the liaison can be rewarding at times and challenging at others.
How do you practice self-care?**

Take 5-6 minutes to discuss this question with your tablemates, then we'll debrief as a group.



Final Thoughts...

What is.....

something I'm
wondering about?

something I was
reminded of?

a connection I made



Questions?
Comments?



Thanks for Joining!



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