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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

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(X) Action Required

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BULLETIN NO. 088-21 OFFICE OF SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Homeless Liaisons

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Local Homeless Liaison Contact Information/Required Training Surveys

CONTACT: Melinda Dyer, Program Supervisor
360-725-6505, melinda.dyer@k12.wa.us

PURPOSE/BACKGROUND

The federal [McKinney-Vento Act \(42 USC CHAPTER 119, SUBCHAPTER VI, Part B: Education for Homeless Children and Youths\)](#) requires every local education agency (LEA) to designate an appropriate staff person, able to carry out the duties described in the law, as an LEA liaison for homeless children and youths. Additionally, the Office of Superintendent of Public Instruction (OSPI) is required to publish an annually updated list of the liaisons on the state educational agency's (SEAs) website. Please check the [Homeless Education Liaison Contact List](#) to ensure your district's contact information is current. It is the primary OSPI Homeless Education distribution list used specifically to disseminate information regarding the McKinney-Vento program, the Homeless Student Stability Education Program, and the American Rescue Plan—Homeless Children and Youth program. OSPI uses this contact list to send GovDelivery notices, updates on policy and practice, announce upcoming training, and disseminate other programmatic information.

It is a best practice to add multiple names/titles to the contact list to ensure all necessary parties at the district level receive this information in a timely manner. We strongly encourage districts to name at least three school district employees on the OSPI contact list, and to update the list frequently to reflect any district staff changes throughout the year. It is important that at least one of the district employees included on the OSPI contact list is available through the summer months. In addition to the required liaison contact information, suggested roles/titles for other identified district staff include the Student Services Director, the Federal Program Director, the district Business Manager, the local Superintendent, or other suitable district staff

members that may need to receive information pertaining to the Education of Homeless Children and Youth.

In addition to routinely updating the liaison contact list, districts have a duty to maintain current liaison training records. For the liaison to understand the provisions of the law and fulfill their duties as the designated liaison, they must receive ongoing, up to date training. Per the McKinney-Vento Act, SEA's are required to provide professional development opportunities for LEA personnel and the LEA liaison (Sec.11432 (f)) and adopt policies and practices to ensure participation by liaisons in professional development and other technical assistance (Sec.11432(g)(J)(iv)).

To maintain accurate homeless liaison records and ensure that all liaisons have participated in required training, OSPI created two survey links for district use. The first survey is for districts to update and maintain accurate information regarding the name and contact information for the designated local homeless liaison, as well as contact information for any additional district contacts. The second survey is for liaisons to record the type, date, and title of the required training received (to be updated annually). The links are located on OSPI's [Homeless Education Liaison Contact List](#) webpage:

- [Local Homeless Liaison Contact Information Survey](#)
- [Local Homeless Liaison Required Training Survey](#)

Please submit both surveys to ensure OSPI is up to date. District liaisons are strongly encouraged to maintain all homeless education training records at the local level as evidence of compliance.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Melinda Dyer, Program Supervisor, at 360-725-6505 or email melinda.dyer@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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