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### HCCSC Providers' Education-Related Duties

#### I. Duty to Designate an Education Coordinator

- A. Designation and Duties of Education Coordinator. Every HUD-funded HCCSC project that provides shelter, housing, or services for homeless families with children or unaccompanied youth must designate an education coordinator and assign to that coordinator responsibility for ensuring that children and youth served by the project are enrolled in school and connected to appropriate education-related programs and services in the community, including early childhood programs, such as Head Start; programs for infants and toddlers with disabilities operating under Part C of the Individuals with Disabilities Education Act; and programs for homeless children and youth authorized under subtitle B of title VII of the McKinney Vento Act
- B. Ongoing Training and Collaboration to Improve Educational Outcomes for the Homeless. HCCSC providers are expected to:
1. Encourage their education coordinators to participate in meetings convened by the HCCSC to promote better educational outcomes for homeless children within the continuum's geographic area;
  2. Ensure that their education coordinators have opportunities to participate in webinars, workshops, and other programs offered by experts in the field;
  3. Provide their education coordinators with opportunities, where possible, to be trained in assessment programs that provide indicators of potential development delays.

#### II. Duties to Establish Policies Consistent with McKinney-Vento and Other Education Laws and Document Compliance with Those Policies.

- A. Required Policies and Practices. All HUD-funded HCCSC projects that provide shelter, housing, or services for homeless families or unaccompanied youth must:
1. Place posters about their educational rights in places where clients can see them;
  2. Establish a quiet study area and make educational resources, such as computers, calculators, and books available for children and youth as space and funding permit;
  3. Establish policies requiring that staff take the following steps in dealing with clients:
    - a. Explain to each homeless family and unaccompanied youth as soon as possible their right to choose whether to continue to attend school where they were enrolled before becoming homeless or to enroll in any school that other children residing in the same attendance area are eligible to attend;

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- b. Provide to each homeless family and unaccompanied youth a brochure summarizing their education rights;
- c. Ask families and youth if they have any concerns about school attendance, particularly fears related to domestic violence and provide help, as necessary, to resolve these concerns;
- d. Discuss with families the impact that changing schools might have on children's education, social, and emotional well-being;
- e. Immediately refer homeless families with school-aged children to their school district's homeless liaison and follow up to ensure contact and provide assistance, as necessary, with enrollment;
- f. Inform unaccompanied youth of their rights to enroll in school without a parent or legal guardian and immediately link them with their school district homeless liaison and assist them, as necessary, with school enrollment;
- g. Provide parents with information about Head Start and other public preschool programs and facilitate enrollment and attendance;
- h. Collaborate with early intervention and special education providers to conduct screenings, especially for children, birth to five, to determine if the children are eligible for special services due to a development delay or disability;
- i. Work with parents, school liaisons, and other advisers as appropriate to identify the programs and services each child will need to thrive academically and make those programs and services available to the child;
- j. In a case management plan for every family with children, identify steps that will be taken to serve the educational interests of each child, including steps to link each child with necessary programs and services (such as tutoring) as well as beneficial extracurricular and enrichment activities;
- k. Actively encourage and support the parents and youth in carrying out that plan; and
- l. Inform parents and youth exiting a HUD-funded homeless program that they continue to have educational rights for at least the remainder of the school year.

B. Documenting Compliance with Required Policies. All HCCSC providers that are required to establish policies outlined in section II.A. above are also required to document their compliance with those policies and produce that documentation (redacted as necessary to preserve client safety), including copies of education plans, upon the request of the Continuum of Care Planner, or any other designated representative of the HCCSC.