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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

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() Action Required
(X) Informational

BULLETIN NO. 063-23 OFFICE OF SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Homeless and Foster Care Liaisons

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Local Homeless and Foster Care Liaison Contact Information/Required Training Surveys

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

Stacey Klim, Program Supervisor
564-999-1939, stacey.klim@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. 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. Districts are strongly encouraged 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 homeless liaison training records. Per the McKinney-Vento Act, SEAs 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 homeless education 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.

Foster Care Point of Contact List

In addition to the required district homeless liaison, Section 1112(c)(5)(a) of the [Elementary and Secondary Education Act \(ESEA\)](#), as amended by Every Student Succeeds Act, requires every local education agency (LEA) to designate a foster care point of contact. This same requirement is found in state law. [Revised Code of Washington \(RCW\) 28A.320.148](#) requires each school district to designate a foster care liaison to facilitate district compliance with state and federal laws related to students who are the subject of a dependency proceeding and to collaborate with the Department of Children, Youth, and Families, the appropriate federally recognized Indian tribe, or the state agency responsible for the implementation of the Unaccompanied Refugee Minors program.

The Foster Care Education Program at OSPI maintains a database of contact information for each designated foster care point of contact/liaison. OSPI provides communication to foster care liaisons through this database for GovDelivery notices, announce upcoming training, and disseminate other programmatic information. Districts need to submit new contact information whenever there is a liaison change. To update your school district's foster care point of contact/liaison information, please fill out the form here: [Foster Care Liaison Contact](#)

[Information.](#)

Further, [Revised Code of Washington \(RCW\) 28A.320.148](#) requires each K-12 public school in the state to designate a Building Point of Contact in each elementary school, middle school, and high school. Please fill out the [Building Point of Contact Information form](#) to update each school's information. OSPI will begin providing communication to building points of contact in the 2023-2024 school year through this database to announce upcoming trainings and disseminate other programmatic information.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Melinda Dyer, Assistant Director, Education of Homeless Children and Youth Programs, at 360-725-6505 or email melinda.dyer@k12.wa.us, or Stacey Klim, Foster Care Program Supervisor, at 564-999-1939 or email stacey.klim@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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