

# 2019-2020 ID&R OVERVIEW TRAINING FOR NEW PERSONNEL

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Division of School Improvement, Instructional and College Readiness Support  
Office of Curriculum Instruction and Assessment



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## Purpose

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- To review child eligibility guidelines and the Certificate of Eligibility (COE) documentation requirements.
- To review the guidelines for completing the Certificate of Eligibility (COE), Supplemental Documentation Form (SDF), Continuation of SDF.
- To review guidelines for documenting required and procedural comments on the SDF or Continuation of SDF.



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## Agenda 09/17/19

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9:00AM – 4:00PM

- Welcome and Introductions
- Child Eligibility
- Scenarios
- Completing the Certificate of Eligibility
- Required and Procedural Comments



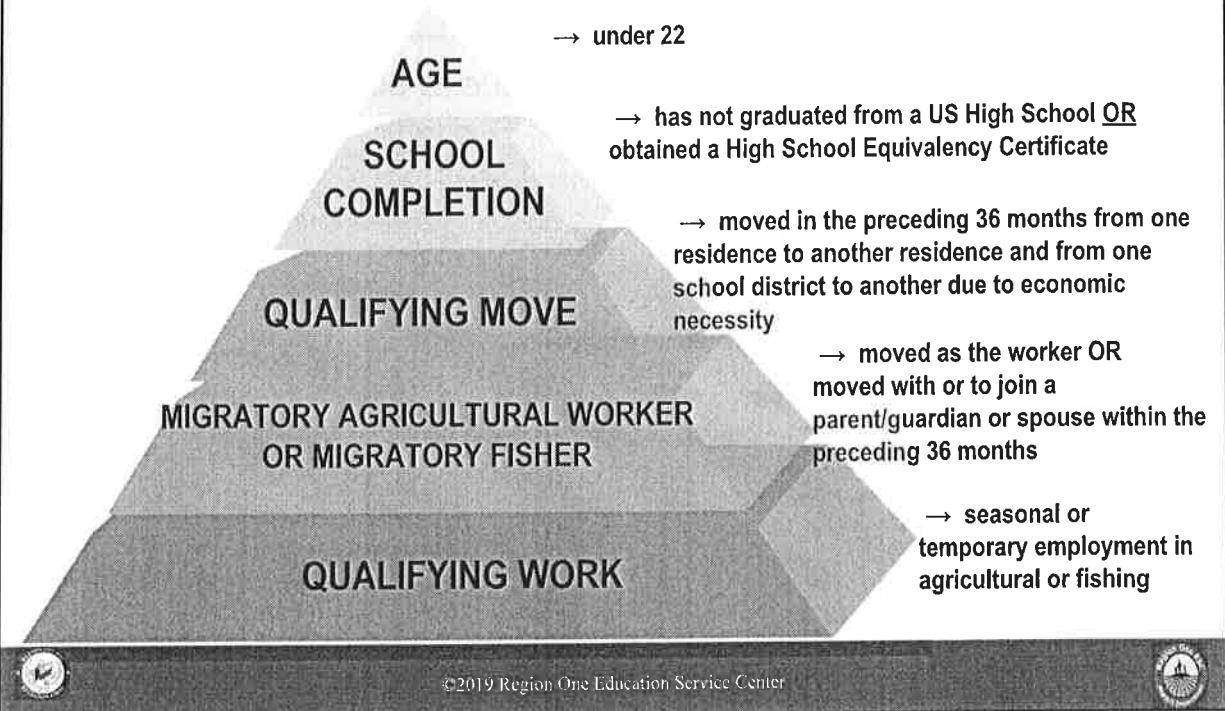
## ID&R Manual

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- Identifying and recruiting eligible children;
- Completing the appropriate documentation (written and electronic);
- Contributing to high standards of quality controls;
- Building relationships within and among communities, their institutions, migrant workers and their families.



# Migratory Child



## Where

### QUALIFYING MOVE

The term 'qualifying move' means a move due to economic necessity—

- (A) from one residence to another residence; and
- (B) from one school district to another school district

A residence is where one lives and not just visits.

# Where

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The examples listed below are not due to economic necessity:

- Visit family or friends;
- Attend a wedding or other event;
- Take a vacation;
- Have an educational or recreational experience;
- Take care of a legal matter;



# Where (Required Comments)

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- **Qualifying Move to Homebase**  
(Temporary and Seasonal)
- **Short Duration** (7 days or less)
- **Short Distance** (100 miles or less one way)
- **Move back home** (permanent residence)



# HOMEBASE HANDOUT

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## What

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Qualifying work is the kind of work that the worker was engaged in or actively sought.

- Agricultural work
- Fishing work
- Production
- Initial processing
- Crop
- Dairying or Dairy Farming



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# What

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- Livestock
- Livestock Production
- Poultry Production and Processing
- Fish Farms
- Personal Subsistence
- Cultivating or Harvesting of Trees



# WHERE AND WHAT HANDOUT

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# Understanding Locations

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- **Residence** - the place in which one lives
- **Temporary Residence** - a place where someone lives for a limited time
- **Work site** –place of employment



# Who

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## MIGRATORY CHILD

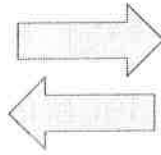
- The term 'migratory child' means a child or youth who made a qualifying move in the preceding 36 months—  
  
(A) as a migratory agricultural worker or a migratory fisher;  
or  
(B) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.



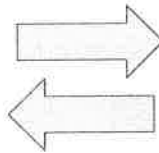
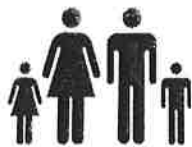
### Homebase



### Temporary Residence



Family travels with the worker.  
The worker conducts qualifying work.  
The family returns with the worker.



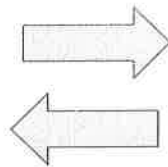
Worker travels to conduct qualifying work.  
The worker returns.



### Homebase



### Temporary Residence



The worker travels to conduct qualifying work.  
The family joins the worker.  
The family returns with the worker.





### Homebase



This family traveled last year with a QAD of 10-12-18 and the worker became a MAW on 07-16-18. Mom (Mrs. Cantu) finds a job as a provider in a neighboring town.



### Temporary Residence



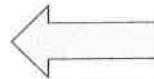
This family moved from Lasara to Harlingen on 01-15-19 as mom has found a new job. On 03-28-19 family moves to Weslaco



### Temporary Residence



This family moves again from Weslaco to Brownsville on 07-15-19 as mom and dad have found a job together in a factory.



### Temporary Residence



This family moved from Harlingen to Weslaco on 03-28-19 as dad found a new job. with the city of Weslaco.



## Who

- Self-eligible youth
- Emancipated youth
- Parent
- Guardian
- Out of School Youth



## Migratory Agricultural Worker

### Engaged

- ☒ qualifying move
- ☒ preceding 36 months
- ☒ new seasonal or temporary
- ☒ agriculture or dairy

### Actively Sought

- ☒ qualifying move
- ☒ preceding 36 months
- ☒ new seasonal or temporary
- ☒ agriculture or dairy
- ☒ recent history



## Migratory Fisher

### Engaged

- ☒ qualifying move
- ☒ preceding 36 months
- ☒ new seasonal or temporary
- ☒ fishing or fish farms

### Actively Sought

- ☒ qualifying move
- ☒ preceding 36 months
- ☒ new seasonal or temporary
- ☒ fishing or fish farm
- ☒ recent history



## Eligibility Timeframe

### Child

36 months from QAD

OR

makes another qualifying move;

graduates from a US high school or receives a Certificate of HSE;

turns 22.

### Worker

36 months from QAD

OR

makes another qualifying move



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## Qualifying Moves

As a result of the new ESSA Guidelines, recruiters must monitor and track the following in order to determine and document the **most current information** on a COE.



Worker's mobility



Child's mobility



Economic necessity



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## Worker's Mobility

On 07/15/17, Armando Rodriguez moved on his own from Donna, TX to Williamsburg, IA to detassel corn. On 08/30/17 when work ended, he returned home to his wife and 8-year old son in Donna, TX.

**Migrant Worker's Qualifying Date:**

**Migrant Worker's Eligibility Window:**

**Child's QAD:**

On 10/13/17, the Rodriguez Family moved to Laredo, TX as Armando found employment as a janitor there.

**Migrant Worker's Qualifying Date:**

**Migrant Worker's Eligibility Window:**

**Child's QAD:**



## Worker's Mobility

On 06/16/18, Armando was laid off from his job as a janitor. He moved to Dilley, TX to pick watermelon. His family remained in Laredo, TX.

**Migrant Worker's Qualifying Date:**

**Migrant Worker's Eligibility Window:**

**Child's QAD:**

On 09/15/18, work ended and Armando returned to Laredo, TX. The family could no longer afford to pay rent in Laredo, TX so they returned back to Donna, TX on 09/30/18.

**Migrant Worker's Qualifying Date:**

**Migrant Worker's Eligibility Window:**

**Child's QAD:**



## Subsequent Qualifying Moves

- A subsequent qualifying move is a move that occurs with, to join a qualifying worker or as a qualifying worker after qualifying work has been completed.
- Moves returning home may be considered subsequent qualifying moves if they meet the definition.
- Moves from district to district may also be considered subsequent qualifying moves if they meet the definition.



## Subsequent Moves

Some situations that we need to be watchful of are moves involving financial need that may appear as:

- 1) Moves back home after work has ended
- 2) Changes in residence involving moves with no new qualifying work (agricultural or fishing)
- 3) Employment-related changes involving moves with no qualifying work (agricultural or fishing) involved--(e.g. new employment, termination of employment, loss of employment, etc.)



## When

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- The **residency date** refers to the date of the student's arrival in the school district.
- The **qualifying arrival date (QAD)** refers to the date on which the qualifying move was completed.



## When

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- QAD - 36 months/3 years
- Residency Date - B
- Multiple Moves
- **To Join (Required Comments)**
- Caution When Recruiting Families More Than 1 Year After the QAD



# RESIDENCY AND QAD HANDOUT



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# SDF DETERMINING ECONOMIC NECESSITY HANDOUT



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Documenting comments is a form evidence to support eligibility determinations or to clarify questions on other areas of the COE.



## Types of Comments

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- Required comments
- Procedural comments
- Extenuating Circumstance
- Economic necessity responses





# Whose Responsibility Is It?

**Who** is responsible for writing required and/or , procedural comments on the COE, COE SDF and/or Continuation of SDF?

1. Recruiter
2. Reviewer
3. Re-interviewer (Eligibility Validation)



## Recommended Office Documents

- Recruiter/Reviewer Checklist
- Recruiter/Reviewer Checklist for COEs with Continued Residency
- COE Tracking Log
- Reviewer Log
- COE Request Form
- COE Request Log
- Migrant Students Who Withdraw Early Form



## Short Duration Scenario

Mr. and Mrs. Delgado and children travel from Donna, TX, to Dallas, TX, to slaughter turkeys on 06/01/19 and begin working on 06/03/19. On 06/07/18, the family receives a call from a relative to return home due to a medical emergency. The Delgados had planned to work until September. The family returns to Donna, TX, that same day.



## Sample Short Duration Comment

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Document:

- 1) Where the family resided on a temporary basis.
- 2) Why the length of stay was short

Employer provided housing. The Delgado Family was hired in June and planned to work until September however had to return due to a medical emergency.



## Short Distance Scenario

On 09/14/19, you interview Mr. Tomas Delgado and Teresa Chapa who traveled from Ciudad Miguel Aleman to Roma on 07/20/19 to feed goats, pigs and chickens on a ranch. They brought their 2 children. The goats are sold by the rancher for slaughtering. They are residing with family friends who informed him about the work. The rancher did not hire him until 08/31/19. Mr. Delgado is still working with the rancher.



## Sample Short Distance Comment

Document:

- 1) Where the family resided on a temporary basis.
- 2) Distance from the homebase to the temporary residence.

The Delgado Family is residing with family. The distance from Ciudad Miguel Aleman to Roma is approximately 2 miles.



## Qualifying Move to Homebase Scenario

Mr. and Mrs. Delgado arrived in Valle Hermoso, Mexico, from Progreso on 06/02/19 to harvest oranges and to visit family. They took their 2 daughters, 1 senior student and one 9<sup>th</sup> grader. They return to Progreso on 08/10/19 just in time for registration. They also returned because the family was informed that a local farmer was hiring. One week later, Mr. Delgado found work irrigating bell peppers. He has been hired to work the entire bell pepper season which runs through January.



## Sample Move to Homebase Comment

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Document:

- 1) If seasonal, the timeframe in which that specific qualifying work is available in that area.

Bell Pepper season is from August – January.



## To Join Scenario

Teresa Chapa comes into the migrant office at PSJA ISD. She states that her husband, Tomas Delgado worked in Grand Junction, MI, picking blueberries. The family arrived in MI on 06/13/19 and returned to Alamo on 07/31/19. PSJA ISD identified and recruited the family. Mr. Delgado moves to Edinburg on 08/10/19 to work in a garage fixing flats. His family joins him on 09/15/19. What should Edinburg CISD do?



## To Join Scenario

The family could not afford to stay in the current location because the father found new employment, fixing flats, in Edinburg, TX . Father went first to secure job and housing. Family joined father in Edinburg once he secured housing.



## Early Move Scenario

The Delgado Family moves from Santa Maria, TX, to Williamsburg, IA, on 05/01/19 to detassel corn. The work does not begin until 06/15/19. Mr. Delgado informs you that he had to move early to ensure employment. He could not risk making the move a few days before the work was expected to begin and not get employed. The family returns to Santa Maria on 07/18/19.



## Sample Early Move Comment

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Document:

- 1) Explanation of why the worker arrived more than a month before the work was expected to begin.

Mr. Delgado stated the he and his family arrived more than a month before the work was expected to begin to ensure that he secured employment.



## Unusual Qualifying Work Scenario

Teresa Chapa comes in to the migrant office in Edinburg. Her husband, Tomas Delgado, worked painting apple trees in Yakima, WA, from 04/01/19 through 06/15/19. Their four children attended and completed school in Yakima. The family returned to Edinburg on 08/20/19.



## Sample Unusual Qualifying Work Comment

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Document:

- 1) Explain (1) type of work in detail and (2) why it qualifies for the migrant program.

The paint that Mr. Delgado was using is a pesticide. This type of work qualifies for the migrant program because it is part of the production process.



## Engaged After 60 Days Scenario

Mr. Gonzalez and his family move from Pharr, TX, to Aberdeen, Idaho, to look for work in potatoes as relatives have informed him that warehouses are hiring. He arrives with his family on 06/05/19. He finds temporary work building silos. On 08/10/19, the Pleasant Valley Potato Company informs him that they need help sorting potatoes. Mr. Gonzalez takes the job. The family returns to Pharr on 10/18/19.



## Sample Engaged After 60 Days Comment

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Document:

- 1) Why the worker engaged in new qualifying work more than 60 days after the qualifying move.
- 2) Must send to ESC as Extenuating Circumstance.

Mr. Delgado moved to Aberdeen, ID, because relatives informed him that work was available at the Pleasant Valley Potato Company. Upon arrival, he immediately applied for work at several locations. He took non-qualifying work, building silos, for 2 months in order to support his family while he waited for work with the Pleasant Valley Potato Company. It was 2 months before the potato company notified him of possible employment. He took the job, sorting potatoes, on 08/10/19.





## Actively Sought Scenario

Santos Rodriguez, a father of 2 children (ages 8 and 12), cannot find a job and hears of work in Uvalde, TX. He moves on his own from Palmview, TX, to Uvalde, TX, on 05/10/19 to look for work sorting watermelons. He stays with a relative and searches for work for two weeks. He does not find work. He returns to Palmview on 05/25/19. After reviewing NGS, you see that the Rodriguez children have a recent history of moves.



## Sample Actively Sought Comment

Document:

- 1) That the worker actively sought (when and how) new qualifying work AND has a recent history of moves for qualifying work.

Mr. Rodriguez applied for work upon arrival at Watermelons Unlimited. He resided with relatives while in Uvalde who informed him that work was available. He waited for 2 weeks before returning home. Mr. Rodriguez has the following recent history of moves: Palmview to Dilley, picking watermelons in June 2019 and Dilley to Lubbock, making cotton modules in July 2019.



# Actively Sought

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## WHEN and HOW

How did you find out about the job?

Do you remember the dates when you looked for or applied for work?

Where did you look for or apply for work?

What type of work was conducted at the warehouse?

## Recent History

Look on NGS

**OR**

Ask the parent for the information.



# COE

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- Legal document
- Interviews must be face to face
- Blue ink
- Print only
- Recruiter must complete COE in English
- Dates must be double digit format
- Reviewer must sign



## COE Completion Scenario

Roberto Martinez and Alicia Saenz and their children have been migrating for several years. On June 2, 2019, the family arrived in Dewitt, Michigan, from Edinburg, TX. Both parents worked at a farm sorting blueberries, strawberries and blackberries. Mr. Martinez also worked repairing machines and in the pick your own department after the harvest. Because Ms. Saenz had to return to her employment as a full-time provider, the family returned to Edinburg on July 15, 2019.



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## COE Completion Scenario

The family has 3 children.

- Roberto Martinez, Jr., who just completed his freshman year at Economedes High School (TXZGPD) with DOB August 18, 2003.
- Alessandra Edith Martinez, who just completed her 6<sup>th</sup> grade year at Truman Memorial Middle School (TXXMTB) with DOB October 19, 2007.
- Marco Antonio Martinez who turned 3 on July 5, 2019, and is zoned to attend Monte Cristo Elementary (TXQQCM).



• The residency only SSID for Edinburg CISD is

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# Complete COE

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Assume you are an Edinburg Consolidated Independent School District employee.

How would you complete a COE for this family?



## COE Reminders

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- If the family is new to your district, homebase district on the COE cannot be your district. It should be the previous district.
- If two or more required comments are checked on the SDF, the ESC must review and sign the SDF.
- If a COE is picked up during the summer prior to the new school year beginning, the previous year grade level should be used.



GOE Section	#	Blank
<b>Heading</b>	COE ____ of ____ Family ID #	Leave Blank when there is only 1 COE. Leave Blank if the district does not have a Family ID #.
<b>A. Family Data</b>	Parent/Guardian 1 Parent/Guardian 2	Write a dash (-) if no current parent is available.
<b>B. Child Data</b>	NGS#	Leave blank when the child is being identified as migrant for the first time as no NGS # is available.
<b>C. School Data</b>	none	No blanks in this section.
<b>D. Qualifying Moves and Work</b>	1	Leave school district blank unless it is a move within the same city. Leave Country blank unless it is a move from another country.
	2bi	Leave blank when not a to join move.
	4	Leave Country blank unless it is a move from another country.
	6	Leave blank if the work is not temporary.
<b>E. Comments</b>		Leave blank if there is no Birthdate Verification Code, P2 Turning 3 Residency Verification and/or Comments.
<b>F. Interviewee Signature</b>		No blanks in this section.
<b>G. Eligibility Data Certification</b>		No blanks in this section.
<b>H. Continued Residency Verification</b>		Leave blank unless reporting period is applicable.

## Residency Verification

There are two (2) methods of conducting residency verification.

- 1) Face-to-Face
  - a) Home Visit
  - b) Office (any office on school district grounds)
  - c) Other (a location off school district grounds)
- 2) School Records

## Changes Made to a COE

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- Red ink, date and initial.
- No white out.
- Copies of COE must be sent to parent and ESC.
- Maintaining COE = 10 years from the QAD.



## NON-QUALIFYING ACTIVITIES

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- Landscaping
- Managing a farm or processing plant
- Accounting, bookkeeping or clerical services
- Babysitting, providing childcare for farmworkers
- Repairing equipment
- Selling an agricultural or fishing product
- Trucking
- Working at a restaurant
- Working at a sawmill



## NON-QUALIFYING CONDITIONS

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- Work in which a worker is hired on a “probationary basis;”
- Permanent employment in a qualifying activity;
- A move to Mexico or any other country;
- A single one day move;
- Commuting;
- A to join move after 12 months.



## Sharing COEs

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- This situation means that a child lives in one district but attends school in another district.
- Sharing a child does not require completing a COE for the district of attendance because the district of residency is responsible for securing a COE.

**EX 1** - Child lives in Edinburg CISD and attends South Texas ISD.

**EX 2** – Child lives in Edinburg CISD and attends PSJA High School.



# Sharing COEs

## District A- District of Residence



District A completes a COE.

## District B- District of Enrollment



District B requests copy of COE from District A and makes applicable changes to the COE.



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## Recruiter Role and Responsibilities

- Attend annual state training for certification
- Attend local Region One ESC MEP trainings for further clarification
- Identify and recruit eligible migrant families
- Follow your district's ID&R action Plan
- Conduct residency verification
- Maintain a recruiter log
- Maintain COE files
- Make referrals if applicable
- Conduct other migrant specific duties as assigned



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## Reviewer Role and Responsibilities

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\*\*Each school district that accepts State MEP funding accepts responsibility for ensuring the accuracy of all eligibility determinations as recorded on its COE.

- Attend both ID&R and NGS trainings before conducting eligibility verification and signing COEs.
- Must maintain a log.
- Ensure that all documents have been submitted with COE/SDF/CSDf by the recruiter before review.
- Examine all documents in entirety within 2 days.
- Work alongside recruiter to complete documents, when applicable.
- Communicate with the ESC when eligibility concerns exist.
- Know how to interpret eligibility data on NGS.



## Reviewer Role and Responsibilities

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A reviewer may not sign a COE when a COE contains:

- More than one (1) Required Eligibility Comment;
- a comment for Engaged after 60 days;
- An Extenuating Circumstance;
- Eligibility concerns.



# Recruitment Strategies

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- Employment surveys
- NGS End of Eligibility Report
- Unique Count
- Canvassing
- Migrant parents
- District Enrollments and Withdrawals
- Inactive COE Folders



# COE Folder Contents

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- ✓ Recruiter/Reviewer Checklist
- ✓ Pre-interview Form
- ✓ Certificate of Eligibility (COE)
- ✓ Supplemental Documentation Form (SDF)
- ✓ Continuation of COE/SDF
- ✓ Intrastate COE, if applicable
- ✓ Other: ABB, OSY



# Recruiter Documents

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Recommended Forms for recruiters to carry at all times

- Pre-Interview Form
- Certificate of Eligibility (COE)
- Supplemental Documentation Form (SDF)
- Continuation of SDF
- District Migrant Education Brochure (with contact information and district-specific services)
- OSY Profile
- A Bright Beginning Participation Form
- Family Needs Checklist



# Recruiter Documents

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Recommended Forms for recruiters to carry at all times

- ABB Participation Form
  - Ethnicity Questionnaire
  - Military Connected Form
  - Home Language Survey
- From the parent:
  - Birth Certificate or proof of identity
  - Immunization Records
  - Social Security Card if available



# Texas Eligibility Process

The diagram illustrates the Texas Eligibility Process, centered around a large circle divided into four quadrants, each representing a step in the process. The quadrants are labeled with numbers 1 through 4. Surrounding the central circle are four rectangular boxes, each containing a role associated with the process: Recruiter, Reviewer, NGS Specialist, and Re-interviewer. The central circle is divided into four quadrants, each representing a step in the process:

1. Identify the student's needs and determine the appropriate level of support.
2. Develop an individualized plan for the student's needs.
3. Implement the plan and monitor the student's progress.
4. Evaluate the student's progress and determine if the plan is effective.

The four roles are:

- Recruiter
- Reviewer
- NGS Specialist
- Re-interviewer

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# Red Flags

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1. Families with no history of migration.
2. Families who migrate every three years.
3. Families who are hired by relatives.
4. 1st time seniors.
5. short distance/short duration moves.
6. Families who provide information that conflicts with:  
crop, timeframe, warehouse, enrollment data, employer/  
supervisor/ foreman statements, statements from relatives,  
housing

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supervisor/ foreman statements, statements from relatives,  
housing

## Sample Evidence

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- MSIX enrollments from previous district
- NGS enrollments from previous district
- Viewing a check stub
- Employer Name, address and phone # or statement
- Child enrollment documents (school, agency/ organization, hospital)
- Landlord Name, address and phone # or statement
- Receipts



## Eligibility Validation Re-Interviews

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- Texas Education Agency Migrant Education Program randomly selects a number of sample children to be re-interviewed across the State
- Eligibility Validation Process timeline is from January-May.
- ID&R Focus Group



# Eligibility Validation

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## ESC

1. Contact district
2. Conduct re-interview

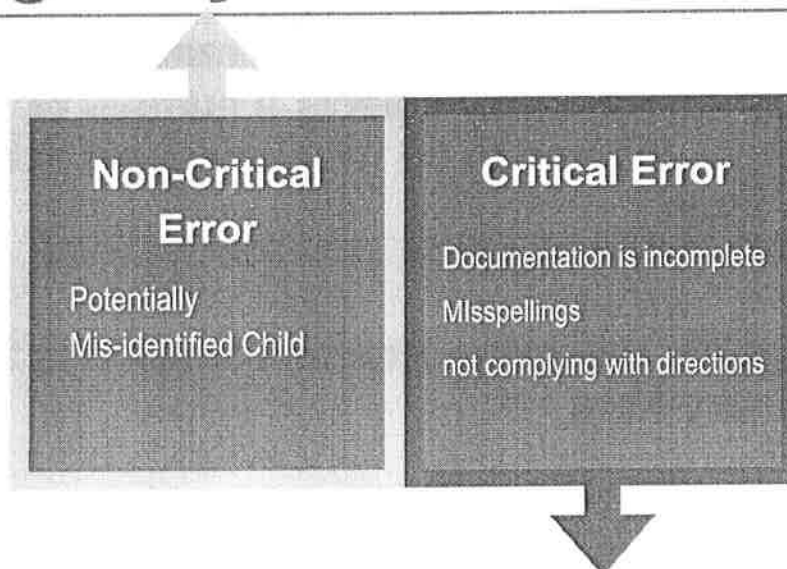
## District

1. Send most updated copy of COE, SDF, Continuation of SDF to the ESC.
2. Schedule interview with parent.



# Eligibility Validation

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# Region One ESC Migrant

Migrant Contact	Area of Focus	Phone	Email
Martha Hinojosa, MBA	Director of Migrant Education	956-984-6240	<a href="mailto:mhinojosa@esc1.net">mhinojosa@esc1.net</a>
Denise Anaya, M. A.	Migrant Education Specialist	956-984-6187	<a href="mailto:danaya@esc1.net">danaya@esc1.net</a>
Tana Armitage, M. Ed.	Migrant Education Specialist	956-984-6248	<a href="mailto:tarmitage@esc1.net">tarmitage@esc1.net</a>
Maria Elena Cortez, M. Ed.	Migrant Education Specialist	956-984-6252	<a href="mailto:mecortez@esc1.net">mecortez@esc1.net</a>
Diana Moros, M. Ed.	Migrant Education Specialist	956-984-6186	<a href="mailto:dmmoros@esc1.net">dmmoros@esc1.net</a>
Manuel Salinas, M. Ed.	Migrant Education Specialist	956-984-6251	<a href="mailto:mansalinas@esc1.net">mansalinas@esc1.net</a>
Julissa Sandoval, M. Ed.	Migrant Education Specialist	956-984-6255	<a href="mailto:jsandoval@esc1.net">jsandoval@esc1.net</a>
Gracie Avila, M. Ed.	Parental/Early Childhood	956-984-6194	<a href="mailto:gavila@esc1.net">gavila@esc1.net</a>
Dalia Barbosa	Program Assistant	956-984-6166	<a href="mailto:dbarbosa@esc1.net">dbarbosa@esc1.net</a>
Raquel Padilla	Program Assistant	956-984-6218	<a href="mailto:rpadilla@esc1.net">rpadilla@esc1.net</a>
Brenda Mejía	NGS Helpdesk/Clerk	956-984-6107	<a href="mailto:bmejia@esc1.net">bmejia@esc1.net</a>



