



ID&R: It All Starts Here!

AUGUST 26, 2021

Division of Instructional Support
Office of School Improvement, Accountability and Compliance
Migrant Education Program

NORMS



Registration: Workshop [#192926](#)

Stay focused
on the
objectives

Practice
self-care
at all times

Engage
with an
open mind



PURPOSE



To provide continuous educational support and build a stronger understanding of identification and recruitment.

DISCLAIMER



This presentation contains general and supplementary information on identification and recruitment. Sample forms are optional. For certification, designated MEP Staff must take the required [ID&R Course](#).

MEP Staff can access the [ID&R MEP Administrators' Responsibilities And Resource Manual](#) for additional tools & resources.



OBJECTIVES



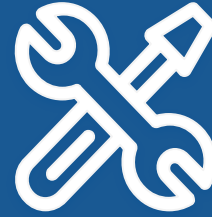
1

Knowledge
Base



2

Hands-on
Scenarios



3

Skills
Mastery

AGENDA



Identification and Recruitment

- ☐ Strategies for Identification
- ☐ Strategies for Recruitment
- ☐ Sample Timeline

Child Eligibility

- ☐ Age
- ☐ Move
- ☐ Work

Certificate of Eligibility

- ☐ COE
- ☐ COE SDF
- ☐ COE Continuation of SDF

Subsequent Moves

- ☐ Worker Eligibility
- ☐ Probing Questions
- ☐ Types of Moves

SLIDE DECK GUIDANCE



- THIS IS AN INTERACTIVE PRESENTATION.
- SLIDE 7 IS THE HOMEPAGE.
 - USERS MAY REVIEW INFORMATION BY CLICKING ON THE TOPIC BOXES.
 - USERS MAY NAVIGATE TO THE HOMEPAGE BY USING THE HOUSE ICON LOCATED IN THE LOWER RIGHT HAND CORNER OF EACH SLIDE.
- THE RESOURCES PAGE ALSO CONTAINS DOCUMENTS THAT MAY BE ACCESSED BY CLICKING ON THE HYPERLINKS.

TOPICS



IDENTIFICATION

RECRUITMENT

SAMPLE TIMELINE

ELIGIBILITY

COE FORMS

SUBSEQUENT MOVES



TO THE ADMINISTRATOR ADDRESSED



To the Administrator Addressed

Texas Education Agency

Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

DATE:	October 24, 2019
SUBJECT:	Identification and Recruitment (ID&R) of Migrant Students
CATEGORY:	Informational – Migrant Education Program (MEP)
NEXT STEPS:	Share with appropriate staff

This is to remind you that the Texas Education Agency (TEA) has assured the U.S. Department of Education that migrant students are actively recruited year-round in every local educational agency (LEA) in the state, including out of school youth (OSY).

Background

Federal law requires that the state identify and recruit every eligible migrant student residing in Texas. Identification means determining the presence and location of migratory children within a state. Recruitment means describing the benefits of the MEP to the child and his or her family, obtaining the necessary information to document the child's eligibility, and enrolling the child in the MEP. For the purposes of the MEP, OSY are defined as high school-age youth up through age 21 not currently enrolled in a K-12 institution who may have dropped out of school, are working on a High School Equivalency Program outside of a K-12 institution, or are "here-to-work" only. Under the Every Student Succeeds Act (ESSA), funding to LEAs operating migrant education programs is based, in part, on the number of migrant students identified.

TEA encourages all MEP-funded LEAs to work cooperatively with their Education Service Centers (ESCs) to ensure that the MEP reaches all eligible migrant children and that the children are properly reported in the New Generation System (NGS) database.

For ID&R to be effective, it must be ongoing throughout the entire year, not just the school year, and must include balanced efforts to identify and recruit all migrant children and their families who reside within the LEA's boundaries or geographical area. This means that a variety of resources, including the LEA, local community, and local employers, must be included in such efforts.

Funding Provided

Each regional education service center (ESC) is provided funding to assist the state with providing professional development in ID&R. In addition, each ESC is being provided with additional funding to hire a recruiter who will be dedicated to region-wide recruitment of OSY. At a minimum, the ESC OSY recruiter will be responsible for determining individual academic and support needs of each OSY, identifying available resources, and making referrals to address said needs (e.g., tutoring, Certificate of High School Equivalency, etc.) to ensure that the OSY has access to appropriate services to make a successful transition to postsecondary education or employment.

While all LEAs that receive MEP funds are required to conduct their own ID&R for the program, ESCs are responsible for assisting all non-MEP funded LEAs with the ID&R of their migrant children. If your LEA does not receive MEP funds, the Texas Education Agency requests that you work collaboratively

Background

- Identification
- Recruitment
- LEA Collaboration
- Balanced Efforts

Funding Provided

- ESC
- OSY Recruiter
- OSY Services
- Non-Project Recruitment



IDENTIFICATION



Identification means actively looking for and finding migrant children.

Balanced Recruitment means using a variety of resources throughout the year.

SCHOOL



COMMUNITY



EMPLOYERS



SCHOOL STRATEGIES



SAMPLE FAMILY SURVEY (ENGLISH)

(PRINT ON SCHOOL LETTERHEAD)

FAMILY SURVEY



Date _____

Dear Parents,

In order to better serve your children, the _____ school district would like to identify students who may qualify to receive additional educational services. **The information provided below will be kept confidential.** Please answer the following questions and return this survey form to your child's school.

Or, if you prefer, for more information, call: _____

1. Have you moved within the last 3 years? Yes ___ No ___
2. Was the move due to economic necessity? Yes ___ No ___
3. Do you have a high school aged child under the age of 22 who lacks a U.S. issued high school diploma or Certificate of High School Equivalency and is currently not enrolled in school? Yes ___ No ___
4. If yes, have you done agricultural or fishing related work? (e.g., field work, canneries, dairy work, meat processing) Yes ___ No ___



If you answered "yes" to any of the questions above, an education representative may contact you to find out whether your child is eligible for additional educational services. Please provide the following information:

Name of child: _____ D.O.B.: _____ Age: _____ Grade: _____
 Parent/Guardian Name: _____
 Telephone Number: _____
 Best Time to Contact You: _____

2019-2020 AND 2020-2021 TEXAS MANUAL FOR IDENTIFICATION AND RECRUITMENT OF MIGRANT CHILDREN
 5.47

Survey from IDR Manual

2020-2021 ENCUESTA DE FAMILIA

Fecha: _____ Distrito: _____
 Padre/Guardian: _____ Número De Teléfono: _____
 Dirección: _____ Ciudad/Código Postal: _____
 Correo Electrónico: _____

Estimados Padres,

Para mejorar los servicios de sus hijos, el distrito está colaborando con el estado de Texas para identificar a los estudiantes que pueden calificar para recibir servicios educativos adicionales. Favor de responder a lo siguiente y regresar esta forma a la escuela de su hijo/hija. Toda la información coleccionada será confidencial.

¿Mejor hora para comunicarse con usted?:
☐ 8:00AM - 12:00PM ☐ 12:00PM - 1:00PM ☐ 1:00PM - 5:00PM ☐ Other _____ AM or PM

Nombre del Estudiante	Fecha de Nacimiento	Grado	Escuela

¿En los últimos 3 años, usted o alguien de su familia, fue en busca o salió a los trabajos (agricultura o pesca)?
☐ NO (ALTO y regrese la encuesta a la escuela de su hijo/hija.)
☐ SI, marque las cajitas de los trabajos que apliquen.

 <input type="checkbox"/> Fruta, verduras, soya, girasol, algodón, trigo, betabel, la granja o rancho, campos y viñedos	 <input type="checkbox"/> Trabajando en un vivero de plantas, plantando o cosechando árboles	 <input type="checkbox"/> Trabajando en una lechería o rancho	 <input type="checkbox"/> Otro trabajo similar, favor de explicar: _____
 <input type="checkbox"/> Trabajando en granjas de aves	 <input type="checkbox"/> Trabajando enlatando frutas o verduras	 <input type="checkbox"/> Trabajando en una casa de matanza	 <input type="checkbox"/> Trabajando en la pesca

FOR SCHOOL USE ONLY: CONTACT REGION ONE ESC ONCE ALL SURVEYS HAVE BEEN COLLECTED.
 Martha I. Hinojosa, MBA, phinojosa@esc1.net, 956.984.6240



Customize your own survey





EMPLOYER STRATEGIES



SAMPLE GROWER/EMPLOYER LETTER

The Sample Grower/Employer letter is a tool which can be used as part of the recruiter's efforts to identify potential leads through growers/employers.

[School District Letterhead]
[Insert date]
[Insert employer's name and address]

SUBJECT: Migrant Education Program Services for Your Employees

I am writing to you on behalf of the [name of the district] Migrant Education Program (MEP) because we believe that some of your employees and their children may be eligible for additional educational services through the MEP. In general, the MEP services children who are below age 22 and who have moved with a parent, spouse, guardian or on their own to find temporary or seasonal employment in agriculture or fishing.

Helping the MEP find and enroll migrant children helps you as an employer because migrant workers whose children are enrolled in good school programs are often more productive and less likely to leave their jobs unexpectedly if they have fewer concerns about their children's well-being.

Each state MEP is required by federal law to identify and recruit every eligible migrant child residing in the state to possibly receive supplemental educational service. In *Plyler v. Doe*, 457 U.S. 202 (1982), the Supreme Court ruled that the U.S. Constitution prohibits states from discriminating against children not legally admitted into the country by denying them access to basic educational programs offered to children of U.S. citizens. Therefore, we do not collect information on or report the immigration status of MEP participants.

We have enclosed a Grower/Employer Survey form to help us determine whether any of your employees or members of their family are likely to be eligible for the MEP. **Please take a moment to complete the enclosed survey and return it in the enclosed envelope.** If it looks likely that some of your employees or their family members are eligible, a MEP recruiter will contact you to get more information the week of _____.

Thank you,

[Name of MEP Coordinator]
[Title]
[Name of district] Migrant Education Program

Enclosures

2019-2020 AND 2020-2021 TEXAS MANUAL FOR IDENTIFICATION AND RECRUITMENT OF MIGRANT CHILDREN
5.41

Employee Letter & Survey
from Manual

Out-of-School Youth Program IMPROVE THEIR LIVING...IMPROVE THEIR PRODUCTIVITY

What is the Out-of-School Youth (OSY) Program?

A program designed to support high school-aged farmworkers not enrolled in school by ensuring that they have access to appropriate services based on identified needs.

Via Community-Based Referrals, eligible OSY could receive case-management to assist with needs such as:

- Health Needs
- Transportation
- Access to Social Services
- Safety and Hygiene Needs
- Child Care
- Adult Basic Education/ESL

Benefits to you?

By helping us to identify OSY, we can provide case-management that will help you build a Healthier, More Productive Farmworker Community!

- Improved Employee Attendance
- Lower Employee Turnover
- Committed, Long-Term Employees
- Safety-Minded, Knowledgeable Employees

Disclaimer: Region One Education Service Center is not a reporting agency and will not ask questions regarding legal status.



CONTACT INFORMATION
Denise Anaya, Out-of-School Youth Specialist
Migrant Education Program
(956) 984-6187, danaya@esc1.net



Employer Sample Flyer



IDENTIFICATION POP QUIZ



WHICH OF THE FOLLOWING IS **NOT** AN IDENTIFICATION STRATEGY?

WAITING FOR THE FAMILY TO COME TO YOU AFTER THEY COMPLETE THEIR QUALIFYING WORK.

1

SECURING A MIGRANT LIST FROM YOUR STUDENT INFORMATION SYSTEM.

2

USING THE COE FAMILY REPORT.

3

POSTING MIGRANT INFORMATION ON THE CAMPUS MARQUEE.

4



AWESOME!



WAITING FOR THE FAMILY TO COME TO YOU AFTER THEY COMPLETE THEIR
QUALIFYING WORK IS NOT AN IDENTIFICATION STRATEGY
BECAUSE WE ARE NOT ACTIVELY LOOKING FOR MIGRATORY FAMILIES.

MAIN MENU



OOPS!



DO YOU WANT TO TRY AGAIN?

YES,
I WANT TO STUDY A BIT MORE.



RECRUITMENT



Recruitment means making contact with the family or youth, and obtaining the necessary information to document the child's eligibility, and enroll the child in the MEP.

CONTACT



CERTIFICATE OF
ELIGIBILITY



TX -NGS



CONTACT



EXISTING

- Contact **currently eligible** migratory families to determine if new qualifying moves have occurred.
- Complete copies of new COES as needed.
- Share copies with appropriate entities.

NEW

- Contact **potentially eligible** migratory families to determine if qualifying moves have occurred.
- Complete copies of new COES as needed.
- Share copies with appropriate entities.

Screening Tool



SAMPLE CONTACT METHODS



EXISTING CHILDREN

- COE Family Report
- End of Eligibility Report
- Student Information System Migrant List

NEW - POSSIBLY ELIGIBLE

- Pre-Registration Report
- Late Enrollment Report
- Early Withdrawal Report
- Electronic Family Survey Results
- Phone Calls
- Emails
- Door to Door/Canvassing
- Referrals



WHAT DOES YOUR DISTRICT DO TO CONTACT FAMILIES?

[Padlet Activity](#)

CERTIFICATE OF ELIGIBILITY



A Certificate of Eligibility (COE) form is completed during each interview, including a COE Supplemental Documentation Form (SDF).

The COE is an official legal document that should contain all of the information that the school district will need in order to determine eligibility.

Documentation must be kept on file for future reference and auditing purposes.



Face to Face



Phone



Videoconference

TMEP Guidance
COE, SDF, AND CONTINUATION OF SDF



TX NGS



The final step in recording a child's participation in the MEP is encoding the eligibility information on the state's web-based application, TX-NGS.



Maintaining COE File and hard copy list
File and electronic list Google and
electronic list

RECRUITMENT POP QUIZ



WHICH OF THE FOLLOWING IS **NOT** A
RECRUITMENT STRATEGY?

CALLING THE FAMILY
TO DETERMINE IF THEY
MADE A NEW
QUALIFYING MOVE.

1

COMPLETING A COE
AND ACCOMPANYING
FORMS.

2

SINCE THE FAMILY HAS
EXISTING ELIGIBILITY,
IT IS NOT NECESSARY
TO CONTACT THE
FAMILY.

3

ENCODING COE ON
TX-NGS.

4



AWESOME!!



SINCE THE FAMILY HAS EXISTING ELIGIBILITY, IT IS NOT NECESSARY TO
CONTACT THE FAMILY IS NOT A RECRUITMENT STRATEGY
BECAUSE WE MUST CONTACT EVERY FAMILY TO DETERMINE IF A NEW MOVE HAS
BEEN MADE AND COMPLETE A NEW COE.

MAIN MENU



OOPS!



DO YOU WANT TO TRY AGAIN?

YES,
I WANT TO STUDY A BIT MORE.



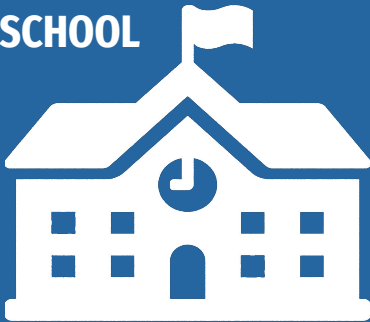
ID&R SAMPLE TIMELINE



Framework containing clear objectives with tasks and completion timelines.

Includes school, community and employer information

SCHOOL



COMMUNITY



EMPLOYERS



SAMPLE RECRUITMENT TIMELINE



PREPARATION

Update ID&R Plan
Quality Control Procedures
Documents, Forms, Surveys
Recruitment Materials
Create Calendars, Maps

COMMUNITY OUTREACH

Develop Local Crop Profile
Campus, Community
Agencies, Organizations,
Employers, Growers

REVIEW AND ADJUST

Track Progress
Calibrate
Continuous Improvement
Eligibility Validation

SEPTEMBER

NOVEMBER

JULY - AUGUST

OCTOBER

DECEMBER - MAY

IMPLEMENTATION

Distribute Surveys
Contact families
Conduct Interviews
Complete COEs
Conduct RV

MONITORING

Ongoing ID&R
Ongoing PD
Technical Assistance
Quality Control
Coordinate & Network

[ID&R Plan Template](#)





Migrant Personnel Trainings

DISTRICT/ESC TRAINING

01

- STUDENT INFORMATION SYSTEM
- GOOGLE SUITE
- MICROSOFT OFFICE
- POLICY/FORMS
- SAFETY

MIGRANT TRAININGS

02

- TEA/ESC
- ONLINE ID&R COURSE
- HELPDESK RESOURCES
- CONFERENCES

ID&R PLAN TRAINING

03

- ASSIGNMENTS
- ZONES
- PROCESSES
- TIMELINES
- FORMS
- BROCHURES
- POSTERS
- SUPPLIES
- SYSTEMS ACCESS



Tools and resources for recruitment.



1

[FAMILY SURVEYS LIST](#)
[FS CONTACT LOG](#)



2

[SCREENING TOOL](#)
[PHONE SCRIPT](#)



3

[COE DOCUMENTS](#)
[COE TRACKING LOG](#)



4

[ABB PARTICIPATION](#)
[OSY PROFILE](#)



5

[BROCHURES](#)
[NEEDS CHECKLIST](#)





Tools and resources for community and employers



1

AGENCIES LIST
EMPLOYER LIST



2

[PHONE SCRIPT](#)
[COMMUNITY LOG](#)
[EMPLOYER LOG](#)



3

[ELEVATOR SPEECH](#)
[BROCHURES/POSTERS](#)





Strategies for ongoing recruitment



RESIDENCY VERIFICATION

01

- ATTENDANCE RECORDS
- HOME VISITS/DOOR HANGERS
- PHONE/VIDEO-CONFERENCING

LATE ENROLLMENTS

02

- LATE ENR REPORT
- LATE REGISTRATION
- FOLLOW-UP WITH FAMILIES

NETWORKING

03

- COMMUNITY EVENTS
- EMPLOYER EVENTS
- AGENCY COLLABORATION



REVIEW & ADJUST

December-May



Strategies for program activities and qualitative data.



1

COE
RESIDENCY VERIFICATION
SERVICES



2

CAMPUS REPORTS
TX-NGS
[MSIX](#)



3

[PARENT SURVEY](#)
[RECRUITER SURVEY](#)
[COMMUNITY SURVEY](#)



ID&R PLAN



ID&R PLAN POP QUIZ



WHICH OF THE FOLLOWING IS **NOT**
A SAMPLE TIMELINE STRATEGY?

COMPLETING COES AND
RESIDENCY
VERIFICATION.

1

LEAVE RECRUITMENT
TO CHANCE.

2

TRAINING ON ANNUAL
RECRUITMENT
EFFORTS.

3

TRAINING ON FORMS.

4



AWESOME!



LEAVE RECRUITMENT TO CHANCE IS NOT A RECRUITMENT STRATEGY
BECAUSE WE MUST HAVE A PLAN IN PLACE TO MAXIMIZE RECRUITMENT
EFFORTS.

MAIN MENU



OOPS!

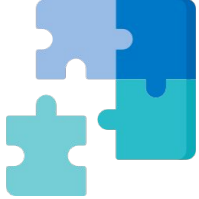


DO YOU WANT TO TRY AGAIN?

YES,
I WANT TO STUDY A BIT MORE.



ELIGIBILITY



Determining eligibility requires a thorough review of specific conditions that must be met for a child to be considered a “migratory child.” Recruiters must ask probing questions to gather documentation and establish eligibility.

AGE



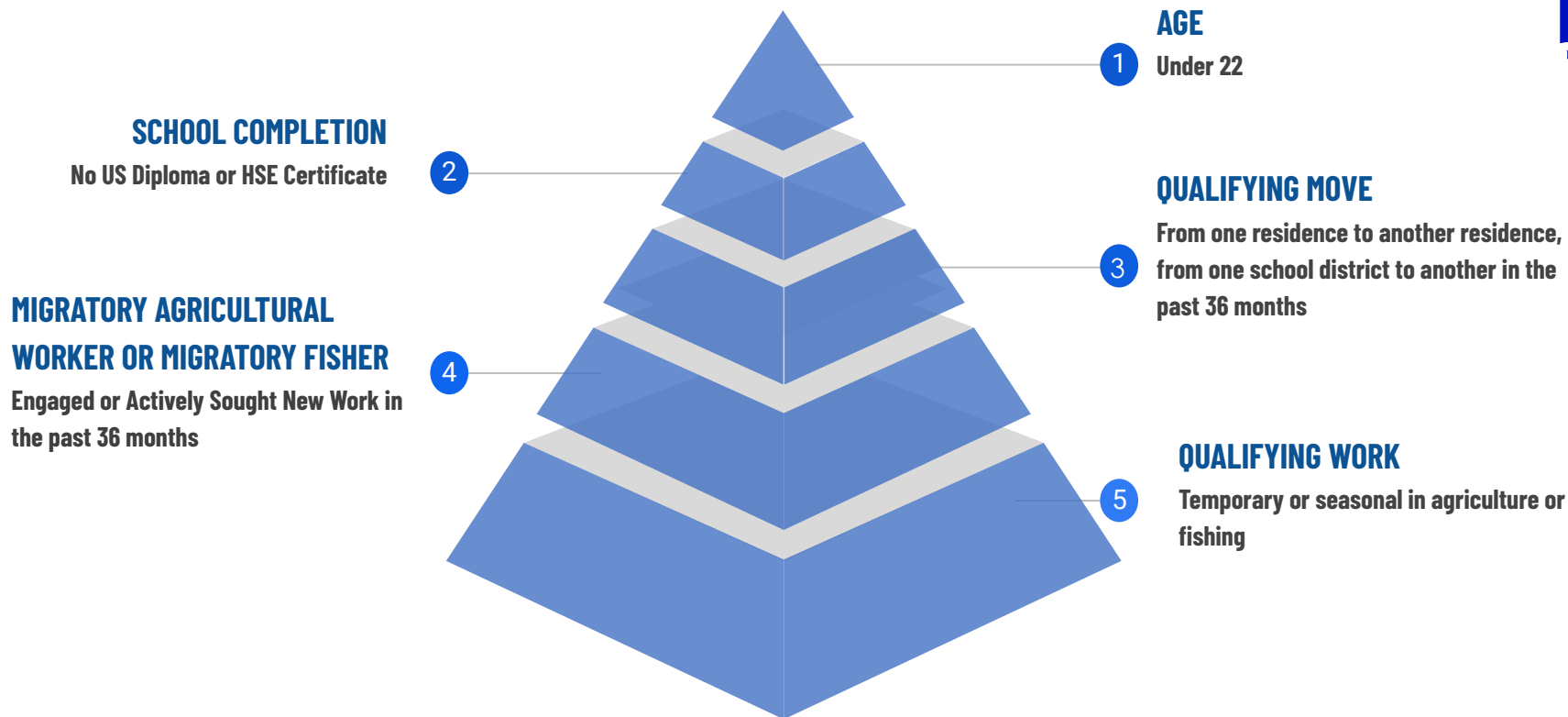
MOVE



WORK



DETERMINING ELIGIBILITY



WHERE



A QUALIFYING MOVE MEANS:

A move due to **Economic Necessity**;

From one residency to another; AND

From one school district to another

Types of Qualifying Moves:

- ☐ Short Duration
- ☐ Short Distance
- ☐ Qualifying Moves to Homebase
- ☐ Subsequent Qualifying Moves



WHO



A MIGRATORY CHILD MEANS A CHILD/YOUTH UNDER AGE 22 WHO:

Has moved within the preceding 36 months;

As a migratory agricultural worker/fisher; OR

With, or to join a parent or spouse who is a migratory agricultural worker/fisher.

Migratory Child:

- ☐ Self-eligible Youth
- ☐ Emancipated Youth
- ☐ Out of School Youth

Additional Terms:

- ☐ Parent
- ☐ Guardian



WHEN

DATES ASSOCIATED WITH A MOVE ARE DOCUMENTED IN DIFFERENT SECTIONS OF THE COE.



RESIDENCY DATE:

CHILD'S ARRIVAL IN THE SCHOOL
DISTRICT

- ☐ COE Section B
- ☐ Not related to eligibility

QUALIFYING ARRIVAL DATE (QAD):

WHEN THE QUALIFYING MOVE
WAS COMPLETED

- ☐ COE Section D
- ☐ 36 months of eligibility

RESIDENCY VERIFICATION DATE:

CONFIRMS RESIDENCY WITHIN THE
REPORTING PERIOD

- ☐ COE Section F OR H
- ☐ Sept 1 - Nov 1



WHY

A **QUALIFYING WORKER** MEANS A WORKER WHO MADE A QUALIFYING MOVE DUE TO ECONOMIC NECESSITY AND:



1. ENGAGED

In **NEW** temporary or seasonal employment in agriculture or fishing.

OR

2. ACTIVELY SOUGHT

NEW temporary or seasonal employment in agriculture or fishing.

AND

Has a **Recent History** of 2 engaged in qualifying work moves in the preceding 36 months of recruiter interview.



ECONOMIC NECESSITY



Economic Necessity

☒ Migrant work is the family's only livelihood. ☐ Other jobs besides migrant work support the family.

What other jobs support the whole family? List each worker and the type of work done.

(¿Qué otros trabajos ayudan a mantener a la familia? Enumere el nombre de cada trabajador y el tipo de trabajo que hizo.)

Name of worker	Relationship to child(ren)	Type of work

DETERMINING ECONOMIC NECESSITY

Assessing the family's means of employment and indicating the proportion of **QUALIFYING WORK** that contributes to the family's income. Recruiters indicate this on the top portion of the COE SDF.

COMMENTS

The Cantu family moved back home due to **WORK ENDING**.

SUBSEQUENT MOVE ECONOMIC NECESSITY COMMENT

Means that the child and the worker moved because they could not afford to stay in the current location. The reason for the move must be recorded.



WHAT

QUALIFYING WORK MEANS TEMPORARY OR SEASONAL EMPLOYMENT IN THE PRODUCTION OR INITIAL PROCESSING IN AGRICULTURE OR FISHING ACTIVITIES WITHIN THE PRECEDING 36 MONTHS.



Agricultural Work

Crops

Livestock

Poultry

Dairy Farming

Cultivating or Harvesting of Trees

Fishing Work

Fish Farms

Open Sea

The Texas MEP does not qualify families under the definition of Personal Subsistence.



ELIGIBILITY POP QUIZ



WHICH OF THE FOLLOWING SITUATIONS IS **NOT**
ELIGIBLE FOR THE MEP?

A 21-YEAR OLD YOUTH
WITH NO HS DIPLOMA OR
HSE CERTIFICATE
TRAVELS FROM AUSTIN,
TX TO LULING, TX TO
WORK IN THE
WATERMELON HARVEST.

1

A RECENT HIGH SCHOOL
GRADUATE TRAVELS
FROM AUSTIN, TX TO
LULING, TX TO WORK IN
THE WATERMELON
HARVEST.

2

A HS JUNIOR TRAVELS
FROM AUSTIN, TX TO
LULING, TX TO WORK IN
THE WATERMELON
HARVEST ON HIS OWN.

3

A STUDENT WHO LEFT
SCHOOL & ENROLLED IN
AN HSE PROGRAM
TRAVELS FROM AUSTIN,
TX TO LULING, TX TO
WORK IN THE
WATERMELON HARVEST.

4



AWESOME!



A RECENT HIGH SCHOOL GRADUATE TRAVELS FROM AUSTIN, TX TO LULING, TX
TO WORK IN THE WATERMELON HARVEST IS NOT ELIGIBLE
AS STUDENTS WHO HAVE OBTAINED A HIGH SCHOOL DIPLOMA ARE NOT ELIGIBLE
FOR THE MEP.

MAIN MENU



OOPS!



DO YOU WANT TO TRY AGAIN?

YES,
I WANT TO STUDY A BIT MORE.



CERTIFICATE OF ELIGIBILITY FORMS



Legal document used to record a child's eligibility for the Migrant Education Program

Contains parental consent for data exchange including TX - NGS and MSIX.



COE



COE SUPPLEMENTAL DOCUMENTATION FORM



COE CONTINUATION OF SDF



The following are instructions for manual COE completion.



HEADING



School Year: 2021-2022	School District: Edinburg CISD
Recruiter ID#: SECOD012345	Migrant Office Phone: 956-289-1234

Texas Education Agency Migrant Education Program Certificate of Eligibility (COE)

COE of

Parent/Guardian 2	
Last Name Cantu	First Name Rosa
Family ID#:	Homebase District: Edinburg CISD

- School Year:** Record complete school year.
- School District:** Abbreviate the ISD/CISD only.
- Recruiter ID#:** Record system generated ID (11 characters)
- Migrant Office Phone:** Record Migrant Contact Phone Number

Cross Referencing COEs: Record if more than 2 COEs.

- Parent/Guardian 2:** Record Female Parent or Current Parent.
- Family ID#:** Record system generated number if using family enrollment or leave blank.
- Homebase District:** Abbreviate the ISD/CISD only.



SECTION A



A. FAMILY DATA					
Parent/Guardian 1			Parent/Guardian 2		
Last Name	First Name	Last Name	First Name	Telephone Numbers	
Cantu	Juan	Cantu	Rosa		
	Street	City	State	Zip Code	
Current Address	224 N. Sunflower Ln.	Edinburg	TX	78541	Home: 956-452-1234
Mailing Address	same as current	-	-	-	Cell: 956-452-0000

Parent/Guardian 1:

Record male parent OR dash if no male parent.

Parent/Guardian 2:

Record female parent;
If none, record current male parent/guardian.

Current Address:

Record physical address.

Mailing Address:

Record "same as current" OR mailing address if different from current.

Home Phone Number:

Record telephone number OR dash if none.

Cell Phone Number:

Record mobile number OR dash if none.



SECTION B



B. CHILD DATA								
	Child- NGS No.	Last Name 1	Last Name 2	Suffix	First	Middle	Residency Date	Moved from: City/State/Country
1	77447521XXX	Cantu	-	-	Josh	-	09/28/21	La Joya, TX
2							/ /	
3							/ /	
4							/ /	
5							/ /	

Child- NGS No.: Record system generated ID (11 characters).

Last Name 1: Record child's last name.

Last Name 2: Record child's second last name OR dash if none.

Suffix: Record suffix (ex. Jr.; III) OR dash if none.

First Name: Record legal first name (no nicknames).

Middle Name: Record middle name OR dash if none.

Residency Date: Record date family arrived in district.

Moved from City, State, Country: Record where family is coming from.



SECTION C



C. SCHOOL DATA										
	Campus ID	Unique ID	Sex	Eth.	Race	MB	BD	Code	Enrollment Date	Grade
1	XXPL	1234567890	M	1	-	-	11/25/04	07	09/30/21	12
2							/ /		/ /	
3							/ /		/ /	
4							/ /		/ /	
5							/ /		/ /	

Campus ID: Record 4 letter Campus ID

Unique ID: Record ten digit number.

Sex: Record letter only to indicate gender.

Eth.: Record **1** for Hispanic or **2** for non Hispanic.

Race: Record a dash (-) for **1** OR 1-digit for **2**.

MB: Record Y for Yes OR dash (-) for No.

BD: Record date of birth using double digit format (eg, 09/20/09)

Code: Record last two numbers of corresponding code as per ID&R p2.15

Enrollment Date: Record double digit enrollment date OR dash (-) for Residency only.

Grade Level: Record double digit grade level, Kindergarten will be K.



SECTION D

1: Record the city and state that entitles the child for a qualifying move.

3: Record the Qualifying Arrival Date (QAD) for child.

Note:

Numbers 1 and 3 pertain to the child/ren.
This information may change based on additional and qualifying subsequent moves.

D. QUALIFYING MOVES & WORK

(1) The child(ren) listed on this form moved due to economic necessity from a residence in School district / La Joya / TX / Country to a residence in School district / Edinburg / TX.

(2) The child(ren) moved (complete both a. and b.):

a. ☐ as the worker, OR ☒ with the worker, OR ☐ to join or precede the worker.

b. The worker, Juan Cantu Name of Worker, is ☐ the child or the child's ☒ parent/guardian ☐ spouse.

i. (Complete if "to join or precede" is checked in #2a.) The child(ren) moved on MM/DD/YY. The worker moved on MM/DD/YY. (provide comment)

(3) The Qualifying Arrival Date was 09/28/21.

(4) The worker moved due to economic necessity on 06/01/2021 from a residence in School district / Edinburg / TX / Country to a residence in School district / Cantwell / AR and:

a. ☒ engaged in a new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR

b. ☐ actively sought new qualifying work AND has a history of moves for qualifying work (provide comment)

(5) The qualifying work,* picking strawberries qualifying work, was (make a selection in both a. and b.):

a. ☒ seasonal OR ☐ temporary employment

b. ☐ agricultural OR ☐ fishing work *If applicable, check: ☐ personal subsistence (provide comment)

(6) (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:

a. ☐ worker's statement (provide comment), OR

b. ☐ employer's statement (provide comment), OR

c. ☐ State documentation for Employer.



SECTION D

2: Mark move type box, and record worker and relationship to child.

4: Record date worker arrived from current to new location.

5: Record qualifying work and indicate type of work.

6: If #5a was marked, indicate type of documentation provided.

D. QUALIFYING MOVES & WORK

(1) The child(ren) listed on this form moved due to economic necessity from a residence in / **La Joya** / **TX** / to a residence in / **Edinburg** / **TX**.

(2) The child(ren) moved (complete both a. and b.):

a. ☐ as the worker, OR ☒ with the worker, OR ☐ to join or precede the worker.

b. The worker, **Juan Cantu** of Worker, is ☐ the child or the child's ☒ parent/guardian ☐ spouse.

i. (Complete if "to join or precede" is checked in #2a.) The child(ren) moved on The worker moved on (provide comment)

(3) The Qualifying Arrival Date was **09/28/21**.

(4) The worker moved due to economic necessity on **06/01/2021**, from a residence in / **Edinburg** / **TX** / to a residence in / **Cantwell** / **AR** and:

a. ☐ engaged in a new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR

b. ☒ actively sought new qualifying work AND has a history of moves for qualifying work (provide comment)

(5) The qualifying work,* **picking strawberries** was

(make a selection in both a. and b.):

a. ☒ seasonal OR ☐ temporary employment

b. ☒ agricultural OR ☐ fishing work *If applicable, check: ☐ personal subsistence (provide comment)

(6) (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:

a. ☐ worker's statement (provide comment), OR

b. ☐ employer's statement (provide comment), OR

c. ☐ State documentation for

Note: Numbers 2, 4, 5 & 6 pertain to the worker.

SECTION E

E. COMMENTS

(Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable)

☒ See attached Comments



Check box when:

- ✓ Codes 07 and 99 are used in Section C
- ✓ 2bi, 4a, 4b, 5, 6a, and 6b are marked in Section D
- ✓ Comments are provided on the COE SDF



SECTION F

F. INTERVIEWEE SIGNATURE		
<i>I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.</i>		
<input checked="" type="checkbox"/> <i>The rules for migrant eligibility, services, student record transfer, and the Family Educational Rights and Privacy Act (FERPA) have been explained to me. I hereby authorize this school district, the Texas Education Agency, the New Generation System (NGS) and the Migrant Student Information Exchange (MSIX) to release, transfer, and/or receive my child's educational and health records, including immunization records and standardized test results, to/from other schools and educational agencies. To possibly qualify for more educational, health, or social services, I further consent that student/family information, including student/parent name, address, phone number, student date of birth, and student district/campus enrollment, otherwise confidential under the provisions of FERPA.</i>		
Covid-19 Interview	mother	09/30/21
Signature	Relationship to child(ren)	Date (MM/DD/YY)
Language Used to Explain the Contents of This Document: <input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other (specify):		
Place of Interview: <input type="checkbox"/> Home Visit <input type="checkbox"/> Office Visit <input checked="" type="checkbox"/> Other (specify): phone call		

FERPA: Explain rights to interviewee prior to signature.

Signature: Record Covid-19 Interview OR interviewee signature.
Relationship: Interviewee will record relationship to child.
Date: Interviewee will record double-digit date of interview.

Language: Indicate language used.
Place of interview: Indicate where interview took place.

SECTION G



G. ELIGIBILITY DATA CERTIFICATION

I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399(2) and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

☒ *I certify that I have received training in determining migrant eligibility and the types of services available to this family from the MEP and other agencies in the community.*

<small>Signature</small> Ma. Elena Cortez	09/30/21
<small>Signature of Interviewer</small>	<small>Date (MM/DD/YY)</small>
Martha Hinojosa	10/02/21
<small>Signature of Designated SEA Reviewer</small>	<small>Date (MM/DD/YY)</small>

Interviewer Certification Box: Interviewer/Recruiter confirms the reading and understanding of the statements above the box.

Interviewer Signature: Confirms the accuracy and completeness of the information recorded on the COE.
Date: Record the double-digit date of the interview. This date must match with Section F, interviewee signature date.

Reviewer Signature: Signature confirms that no concerns exist with eligibility and the information is accurate. Print name next to signature if it is not legible.

Date: Record double digit of review. This date must be within 2 days of recruiter signature date.



SECTION H



H. CONTINUED RESIDENCY VERIFICATION (September 1- August 31)					
Reporting Period	RV Date	Method Used	Person Interviewed	Signature of Person Interviewed	District / ESC Representative Signature / Date
2021-2022	09/05/21	School records	-	-	Ma. Elena Cortez 09/05/21

Last revised March 2019

Original Copy (Blue Ink): LEA or Fiscal Agent / Duplicate Copies: ESC / TSDS/PEIMS / Parent/Guardian/Spouse/Worker

Reporting Period: Record the complete school year (e.g., 2021-2022).

RV Date: Record the date that RV was conducted OR date from school records.

Method Used: Record process used (school records, home visit, other)

Person Interviewed: Record name of interviewee OR dash (-) if using school records.

Signature of Person Interviewed: Interviewee Signature OR record Covid-19 Interview for phone/video conferencing. A comment for verbal interviews is required on SDF. This person must be the initial interviewee; otherwise, a comment is required on the SDF.

District/ESC Representative Signature: Record the signature and date of person confirming the residency of the children on the COE.



SUPPLEMENTAL DOCUMENT FORM



School Year: Record complete school year.

School District: Abbreviate the ISD/CISD only.

Completed By: Record full name of Recruiter.

Parent/Guardian 2: Record female parent; If none, record current male parent/guardian.

Date: Record interview date; this date should match Section F.

Economic Necessity:

Indicate if other jobs/work sustain the family. This includes local agricultural work.

Other Jobs: Record each worker and description of work.

School Year: 2021-2022	School District: Edinburg CISD	Texas Education Agency Migrant Education Program COE Supplemental Documentation Form (SDF)	Parent/Guardian 2	
Completed By: Maria Elena Cortez			Last Name Cantu	First Name Rosa
			Date: 09/30/21	

Please print legibly in Blue Ink. Attach completed form to the corresponding COE.

Economic Necessity

☒ Migrant work is the family's only livelihood. ☐ Other jobs besides migrant work support the family.

What other jobs support the whole family? List each worker and the type of work done.
(¿Qué otros trabajos ayudan a mantener a la familia? Enumere el nombre de cada trabajador y el tipo de trabajo que hizo.)

Name of worker	Relationship to child(ren)	Type of work



SUPPLEMENTAL DOCUMENT FORM

Birth Date Verification Code: Complete if 07 or 99 were recorded on COE Section C. 99 requires description of evidence.

Residency Verification for P2s Turning P3:
Record from Early Childhood Participation Form.

Qualifying Conditions that Require Comments:
Indicate type of move, if applicable. Two or more boxes requires ESC approval needed prior to reviewer signature.

Comments: Record required comments and additional details that clarify the eligibility determination.

Birth Date Verification Code (Check when applicable) Code 07: ☒ Interviewee provided a verbal statement for child(ren)'s birth date(s).

Code 99: ☐ Other (Specify evidence)

Residency Verification for P2s Turning P3 (Complete when applicable.)

Person Interviewed Date Place of Interview

Qualifying Conditions that Require Comments (Check when applicable)

<input type="checkbox"/> (2bi) "To Join" Move	<input type="checkbox"/> Early Move
<input type="checkbox"/> (4a) Engaged in a new qualifying work more than 60 days after the move	<input type="checkbox"/> Qualifying Move to Homebase
<input type="checkbox"/> (4b) Actively sought new qualifying work AND has a history of moves for qualifying work	<input type="checkbox"/> Short Distance Move
<input type="checkbox"/> (6a) Temporary Employment (worker's statement)	<input type="checkbox"/> Short Duration Move (7 days or less)
<input type="checkbox"/> (6b) Temporary Employment (employer's statement)	<input type="checkbox"/> Unusual Qualifying Work

COMMENTS

The Cantu family moved back home due to work ending. Ms. Cantu was interviewed by phone 09/30/21 due to pandemic.

SUPPLEMENTAL DOCUMENT FORM




Reviewed by ESC: ESC Staff will provide confirmation or denial of eligibility.

Extenuating Circumstances: Interviewer/Recruiter will record the justification for incidents outside the realm of eligibility guidelines.

Changes Made to Existing COE/COE SDF: Record date and initials each time changes are made to the COE.

Stamp Area: Record received and processed dates to confirm data entry.

<input type="checkbox"/> Reviewed by ESC for More Than One Required Comment		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (Provide Explanation)	
Reviewed by: _____ Date: _____		<div>Stamp Area</div> 	
<input type="checkbox"/> Extenuating Circumstances (Explain situation in detail):			
Changes Made to an Existing COE/COE SDF			
<input type="checkbox"/> Copy of COE/COE SDF given/sent to parent/guardian		Date(s): _____	
Last revised March 2019 Original Copy (Blue Ink): LEA or Fiscal Agent / Duplicate Copies: ESC / Parent/Guardian/Spouse/Worker			

Note: Use only one COE SDF, including multiple COEs with the same QAD. Additional comments may be documented on the Continuation of COE SDF Comment Form.



CONTINUATION OF SDF



School Year:	School District:
2021-2022	Edinburg CISD
Completed By:	
Maria Elena Cortez	

Texas Education Agency
Migrant Education Program
Continuation of COE SDF Comments

Current Female Parent/Guardian	
Last Name	First Name
Cantu	Rosa
Date:	
09/30/21	

Please print legibly. Attach completed form to the corresponding COE.

Record any additional information

School Year: Record complete school year.

School District: Abbreviate the ISD/CISD only.

Completed By: Record full name of Recruiter.

Parent/Guardian 2: Record female parent; If none, record current male parent/guardian.

Date: Record date form is completed.

Comments:

Record continuation of comments from the COE SDF, and additional comments as needed.

Note: Multiple forms may be used.



COE TIMELINE



5 Days

Encoding

To input on the system.

2 Days

Approver/Reviewer

To review, confirm and approve the accuracy of the information on the COE.

5 Days

Interviewer/Recruiter

From signature date to complete and verify the accuracy of the information on the COE.



COMPLETING COE FORMS POP QUIZ



HOW MANY COE SUPPLEMENTAL FORMS (SDFs)
SHOULD BE USED?

4

1

3

2

2

3

1

4



AWESOME!



ONLY 1 COE SUPPLEMENTAL DOCUMENTATION FORM IS USED.

MAIN MENU



OOPS!

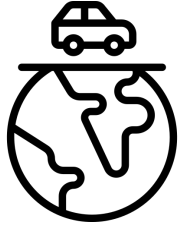


DO YOU WANT TO TRY AGAIN?

**YES,
I WANT TO STUDY A BIT MORE.**



SUBSEQUENT MOVES



Additional moves made due to economic necessity with a qualifying worker.

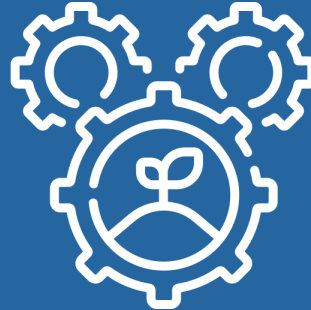
Children may move with or to join a qualifying worker or as a qualifying worker.



MOVE



QUALIFYING WORKER



ECONOMIC NECESSITY



WORKER ELIGIBILITY



- Remain active for 3 years from his/her move date
- Renews upon the worker engaging in new qualifying work
- Is independent of the child's QAD

MOVE WITH WORKER



The child must move with the worker to be eligible for a **NEW** Qualifying Arrival Date (QAD).

1

Qualifying Work

- Moves **with worker, to join or as worker**
- Due to economic necessity
- From one residence to another

2

Subsequent Move

- Moves **with worker, to join or as worker**
- Due to economic necessity
- From one residence to another



ECONOMIC NECESSITY

***Economic necessity means that the family could not afford to stay in the current location.
Below are some considerations.***



1

Move Home After Work Ends

2

Changes in Residence

3

Employment Related



PROBING QUESTIONS



PROBING QUESTIONS ARE DESIGNED TO CLARIFY DETAILS AND ELIMINATE ASSUMPTIONS.

What it is...

- ☐ Provides perspective
- ☐ Deeper understanding
- ☐ Stimulates reflective thinking

What it is not...

- ☐ Close-ended
- ☐ Invade privacy
- ☐ Influence responses

EXAMPLES OF PROBING QUESTIONS



ELIGIBILITY REMINDERS



A child retains eligibility for 36 months from the last QAD.

A recruiter **MUST** identify and recruit children with remaining eligibility from the last QAD.

A recruiter must track both child and worker eligibility.

Do not include children born after the QAD.



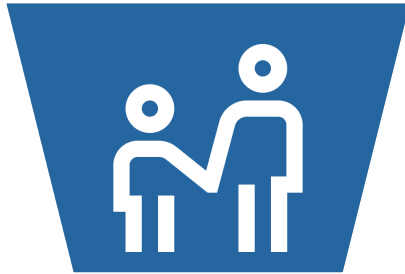
SAMPLE MOVES

SUBSEQUENT MOVE **WITH** A
QUALIFYING WORKER*

SUBSEQUENT MOVE WITH A
NON-QUALIFYING WORKER



INITIAL **QUALIFYING**
WORK MOVE*



SUBSEQUENT MOVE **WITHOUT** A
QUALIFYING WORKER



***INDICATES NEW QADs**

INITIAL QUALIFYING WORK MOVE



A father, his wife and two children who are ages 5 and 7, move from Harlingen, TX, to Poteet, TX, so that he may engage in seasonal work picking strawberries on April 7, 2018.

Reflection Questions:

Does the child move **WITH** the worker?

Is this a **Qualifying Work Move** or a **Subsequent Move**?

Is the child eligible for a **NEW QAD**?

YES

QUALIFYING WORK MOVE

YES



SUBSEQUENT MOVE WITH A QUALIFYING WORKER MOVE



Work ends on June 20, 2018. The family leaves Poteet, TX, and returns to Harlingen, TX, on the same day.

Reflection Questions:

Does the child move **WITH** the worker?

Is this a **Qualifying Work Move** or a **Subsequent Move**?

Is the child eligible for a **NEW QAD**?

YES

SUBSEQUENT MOVE

YES



SUBSEQUENT MOVE WITHOUT A QUALIFYING WORKER



On June 10, 2020, the mother and children move to Mercedes, TX, to reside with relatives as their apartment complex has been condemned. The father travels to San Antonio, TX, to work in construction.

Reflection Questions:

Does the child move **WITH** the worker?

Is this a **Qualifying Work Move** or a **Subsequent Move**?

Is the child eligible for a **NEW QAD**?

NO

SUBSEQUENT MOVE (NON-QUALIFYING)

NO



SUBSEQUENT MOVE WITH A NON-QUALIFYING WORKER



The father has secured permanent employment in construction in San Antonio. On May 4, 2021, he moves his family from Mercedes, TX, to San Antonio, TX.

Reflection Questions:

Does the child move **WITH** the worker?

Is this a **Qualifying Work Move** or a **Subsequent Move**?

Is the child eligible for a **NEW QAD**?

NO

SUBSEQUENT MOVE (NON-QUALIFYING)

NO, WORKER ELIGIBILITY EXPIRED.



SUBSEQUENT MOVE POP QUIZ



WHICH OF THE FOLLOWING IS **NOT**
A SUBSEQUENT MOVE?

QUALIFYING WORKER
MOVES CHILDREN FROM
ONE DISTRICT TO
ANOTHER TO WORK IN
CONSTRUCTION.

1

FATHER AND CHILDREN
TRAVEL TO POTEET SO
FATHER CAN PICK
STRAWBERRIES.

2

FATHER AND CHILDREN
TRAVEL HOME AFTER
WORK, PICKING
STRAWBERRIES, HAS
ENDED.

3

QUALIFYING WORKER
MOVES CHILDREN FROM
ONE DISTRICT TO
ANOTHER DUE TO
HOUSING ISSUES.

4



AWESOME!



FATHER AND CHILDREN TRAVEL TO POTEET SO THAT FATHER CAN PICK STRAWBERRIES IS NOT A SUBSEQUENT MOVE. IT IS AN INITIAL MOVE FOR QUALIFYING WORK.

MAIN MENU



OOPS!



DO YOU WANT TO TRY AGAIN?

YES,
I WANT TO STUDY A BIT MORE.



RESOURCES



[ONLINE ID&R COURSE](#)

[ID&R MANUAL](#)

[SCREENING TOOL](#)

[COE, SDF, AND CONTINUATION OF SDF](#)

[HARD COPIES - COE_SDF_CONTSDF](#)

[SURVEY FROM ID&R MANUAL](#)

[CUSTOMIZE YOUR OWN SURVEY](#)

[CUSTOMIZE YOUR OWN NEWSLETTER](#)

[EMPLOYEE LETTER & SURVEY FROM MANUAL](#)

[EMPLOYER SAMPLE FLYER](#)

[ID&R PLAN TEMPLATE](#)

[FAMILY SURVEYS LIST](#)

[FAMILY SURVEY CONTACT LOG](#)

[PHONE SCRIPT](#)

[COE TRACKING LOG](#)

[ABB PARTICIPATION](#)

[ABB PARTICIPATION SPANISH](#)

[OSY PROFILE](#)

[BROCHURES](#)

[POSTERS](#)

[NEEDS CHECKLIST](#)

[COMMUNITY LOG](#)

[EMPLOYER LOG](#)

[ELEVATOR SPEECH](#)

[MSIX](#)

[PARENT SURVEY](#)

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[ID&R MEP ADMINISTRATORS' RESPONSIBILITIES AND RESOURCE MANUAL](#)



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