

## NOVEMBER

Strategy/Activity	Completion Date
<p style="text-align: center;"><b>Migrant Supervisor</b> <b>will meet with all migrant personnel:</b></p> <p>To discuss progress of recruitment assignments and efforts.</p>	
<p>To monitor and address ongoing training needs for recruiters, reviewers and NGS.</p> <p style="text-align: center;"><b>Identification Activities:</b></p> <p><b>Request late enrollments list from SIS.</b></p>	
<p><b>Recruiters will conduct community recruitment and leave material such as brochures or door hangers.</b></p>	
<p><b>Conduct migrant presentations at/or in coordination with community agencies: Churches, housing Authority, WIC Clinics, Head starts, charter school to complete surveys.</b></p>	
<p><b>Chart out where most migrant families reside in order to conduct canvassing.</b></p>	
<p><b>Find out where new “colonias” are developing in order to conduct canvassing.</b></p>	
<p><b>Develop networking and/or coordination opportunities calendar of growers/farmers/employers.</b></p>	<b>By November 1</b>
<p><b>Develop Calendars and Maps of recruitment times based on grower/farmer/employer surveys.</b></p>	<b>November (By December 1)</b>
<p style="text-align: center;"><b>Residency Verification:</b></p> <p>Recruiters will complete section H of COEs completed before 9/1/18 and submit to NGS. Turning Three.</p>	Ongoing as needed
<p>Recruiters will complete the SDF for Two Year Olds</p>	On or after the child’s 3 <sup>rd</sup> birthday

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Recruiters will maintain a list of families that could not be contacted and continue residency verification efforts.	Ongoing
<b>Completion of COEs:</b>	
Submit continued residency COEs to Reviewers/NGS Clerks with appropriate	As completed (By October 1)
Recruiters will contact new migrant families and conduct face-to-face interviews with parents to	August 20-September 30, 2018
Recruiters will review COEs for accuracy and submit to Reviewers/NGS Clerks with appropriate (Recruiters should review each other's COEs prior to submitting to Reviewer.)	Within 5 days of parent signature date
<b>Quality Control:</b>	
Reviewers will examine all COEs for accuracy.	Within 7 days of parent signature date
Reviewers will forward difficult COE scenarios to the ESC (including extenuating circumstances).	Within 7 days of parent signature date
Reviewers will forward 2 comment COEs to the ESC for review and approval.	Within 7 days of parent signature date
Reviewers will submit COEs to NGS Clerk for data entry.	Within 7 days of parent signature date

## DECEMBER

Strategy/Activity	Completion Date
<p style="text-align: center;"><b>Migrant Supervisor</b></p> <p><b>will meet with all migrant personnel:</b></p> <p>To discuss progress of recruitment assignments and efforts.</p>	
<p>To monitor and address ongoing training needs for recruiters, reviewers and NGS.</p> <p style="text-align: center;"><b>Identification Activities:</b></p> <p><b>Request late enrollments list from SIS.</b></p>	
<p><b>Recruiters will conduct community recruitment and leave material such as brochures or door hangers.</b></p>	December 10, 2018
<p><b>Conduct migrant presentations at/or in coordination with community agencies: Churches, housing Authority, WIC Clinics, Head starts, charter schools, etc., and disseminate migrant information.</b></p>	December 15, 2018
<p><b>Chart out where most migrant families reside in order to conduct canvassing.</b></p>	December 1, 2018
<p><b>Distribute flyers/brochures for employment opportunities for growers/farmers/employers.</b></p>	
<p><b>Assign recruiters days and times to visit grower/farmer/employer to disseminate migrant information.</b></p>	
<p style="text-align: center;"><b>Residency Verification:</b></p> <p><small>Recruiters will complete section II of COEs completed before 9/1/18 and submit to NCS</small></p>	Ongoing as needed
<p>Recruiters will complete the SDF for Two Year Olds</p>	On or after the child's 3 <sup>rd</sup> birthday
<p>Recruiters will maintain a list of families that could not be contacted and continue residency verification efforts.</p>	Ongoing
<p style="text-align: center;"><b>Completion of COEs:</b></p> <p>Submit continued residency COEs to</p>	As completed (By October 1)
<p>Recruiters will contact new migrant families and</p>	August 20-September 30, 2018
<p>Recruiters will review COEs for accuracy and (Recruiters should review each other's COEs prior</p>	Within 5 days of parent signature date
<p style="text-align: center;"><b>Quality Control:</b></p> <p>Reviewers will examine all COEs for accuracy.</p>	Within 7 days of parent signature date

## DECEMBER

<b>Strategy/Activity</b>	<b>Completion Date</b>
Reviewers will forward difficult COE scenarios to the ESC (including extenuating circumstances).	Within 7 days of parent signature date
Reviewers will forward 2 comment COEs to the ESC for review and approval.	Within 7 days of parent signature date
Reviewers will submit COEs to NGS Clerk for data entry.	Within 7 days of parent signature date
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<b>Strategy/Activity</b>	<b>Completion Date</b>
<b>Identification Activities:</b>	
<b>Residency Verification:</b>	

<b>Completion of COEs:</b>	
<b>Quality Control:</b>	

**DECEMBER**

<b>Strategy/Activity</b>	<b>Completion Date</b>
<b>Identification Activities:</b>	
<b>Residency Verification:</b>	

<b>Completion of COEs:</b>	
<b>Quality Control:</b>	

