

# NEW YORK STATE ID&R-RECRUITER TOOLKIT 2024



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# INTRODUCTION

The New York State Identification & Recruitment Program (ID&R) was established by the Bureau of Migrant Education State Education Department in 1974. The aim of this project is to identify and recruit migrant children (0-22 years old) throughout

the state for educational and support service programs offered by the New York State Migrant Education Program. ID&R is critical because, often, the most mobile children are the most in need, and the most difficult to find. The Migrant Education Program (MEP) is a federally funded program, authorized by Title 1, Part C of the Elementary and Secondary Education Act (ESEA). It was created to help migrant students, regardless of their nationality or legal status, succeed in their regular school program, attain grade-level proficiency, and meet challenging content and student learning standards that all children are expected to master. This program is free of charge to all eligible migrant students and services may include: tutoring, home visits, educational field trips, summer programs, parent involvement activities, emergency needs, and referrals to other services as needed.

## Mission Statement

The mission of the New York State Migrant Education Program is to provide educational and human resource service opportunities which strengthen and enhance the development of the migrant child and the migrant family.

## *Recruiter Position Description*

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- ▶ To identify eligible migrant children, from 0-22 years of age, residing within their designated recruitment areas.

## *Responsibilities:*

- ▶ To fully understand all state and federal guidelines as they pertain to the eligibility of children for the Migrant Education Program.
- ▶ To perform interviews with potential Migratory Agricultural Workers, and/or with parents or guardians of potentially eligible migratory children, to pre-determine eligibility for the MEP. To complete the Certificate of Eligibility when appropriate.
- ▶ To complete the Out of School Youth (OSY) Student Profile for each newly identified OSY and to deliver relevant mini-lessons when appropriate.
- ▶ To maintain regular communication with the ID&R office (at least weekly). To complete and submit all required reporting paperwork and documentation in a timely manner.
- ▶ To attend all required local and state Identification & Recruitment trainings.
- ▶ To work in conjunction with the local Project Director of the assigned Migrant Education Tutorial and Support Services Programs (METS), and to establish procedures of communication concerning identification and recruitment information.
- ▶ To develop partnerships with schools, agencies, and local community resources to identify and/or develop services that meet student needs.
- ▶ To keep a log of potential employers of migrant laborers (agribusiness owners, growers, farmers, nurserymen, contractors, personnel managers of food processing plants, etc.) to gain leads regarding locations of migrant children.
- ▶ To follow data security policies and protect student and family Personally Identifiable Information.
- ▶ To review relevant research as it pertains to the migrant lifestyle, agricultural employment trends, etc.
- ▶ To perform other duties as assigned by the ID&R Director and/or ID&R Training Coordinator.



# ABBREVIATIONS

BAM	Born After the Move
BOCES	Board of Cooperative Educational Services
CAMP	College Assistance Migrant Program
CNA	Comprehensive Needs Assessment
COE	Certificate of Eligibility
COS	Continuation of Services
CSPR	Consolidated State Performance Report
DOB	Date of Birth
DOE	Department of Education (U.S. Department of Education)
DS	Data Specialist
ECOE	Electronic Certificate of Eligibility
ED	Education Department (U.S. Department of Education)
ELL	English Language Learner
EOE	End of Eligibility
ESEA	Elementary and Secondary Education Act
ESL	English as a Second Language
ESSA	Every Student Succeeds Act
FERPA	Family Educational Rights and Privacy Act
GED	General Educational Development
HEP	High School Equivalency Program
HSE	High School Equivalency
ID&R	Identification and Recruitment
IDRC	Identification and Recruitment Consortium
IEP	Individualized Education Plan
LEA	Local Educational Agency
LOA	Local Operating Agency
MAW	Migratory Agricultural Worker
MB	Multiple Birth
MEP	Migrant Education Program
METS	Migrant Education Tutorial and Support Services
MSIX	Migrant Student Information Exchange
NASDME	National Association of State Directors of Migrant Education
NRG	Non-Regulatory Guidance
OME	Office of Migrant Education
OSY	Out-of-School Youth
PAC	Parent Advisory Council
PFS	Priority for Service
QAD	Qualifying Arrival Date
SDP	Service Delivery Plan
SEA	State Educational Agency
SOMLA	SUNY Oneonta Migrant Leadership Academy



# Important Eligibility Terminology

## QUALIFYING MOVE

- ◆ A move made for reasons of economic necessity, across school district boundaries, involving a change in residence.

## MIGRATORY AGRICULTURAL WORKER

- ◆ An individual who made a *qualifying move* in the preceding 36 months and, soon after doing so (within 60 days), *engaged* in new temporary or seasonal employment.

OR

- ◆ An individual who *actively sought* such new employment soon after the move **and** has a *recent history of moves* for temporary or seasonal agricultural employment.

## MIGRATORY CHILD

- ◆ Meets the definition of a *child*- An individual who is younger than 22 years of age and is eligible for a free public education.
- ◆ A child who made a *qualifying move* on his/her own or with/to join/to precede a *migratory agricultural worker* within the preceding 36 months.

## QUALIFYING ARRIVAL DATE

- ◆ The date that begins a *migratory child's* 36 months of eligibility.
- ◆ The date that the child and the worker both complete the *qualifying move*. The child must move on his/her own as the worker, or with/to join/to precede the *migratory agricultural worker*.

## ADDITIONAL TERMS

- ◆ *Soon After*- The worker must engage in qualifying work soon after the move in order to qualify as a migratory agricultural worker. Soon after the move is defined as within **60 days**.
- ◆ *Engaged*- The individual must engage in qualifying work soon after the move, meaning he/she must have **performed** the qualifying agricultural activity in order to be considered a migratory agricultural worker, or must have participated in a training or orientation related to that activity.
- ◆ *Actively Sought*- An individual may be considered a migratory agricultural worker if he/she actively sought such new employment **and** has a recent history of moves for temporary or seasonal agricultural employment. Actively sought is defined as looking and/or applying for qualifying work. An individual's statement may be used as evidence of actively seeking work.
- ◆ *Recent History of Moves*- Defined as at least **2 moves** that resulted in engagement in qualifying work within the preceding 36 months.



# DEFINITION OF AN ELIGIBLE MIGRANT CHILD

*Children are eligible to receive MEP services if they meet the definition of a “migratory child,” and if the basis for their eligibility is properly recorded on a Certificate of Eligibility (COE).*

*According to the OME Non-Regulatory Guidance, a child is a “migratory child” if the following conditions are met:*

*Eligibility factors:*

▶ **Child**

- ❑ **Age:** The child is younger than 22 years of age.
- ❑ **School Completion:** The child is eligible for a free public education, or is not yet at a grade level at which the LEA provides a free public education. (If a child has an IEP diploma or graduated from high school in his or her native country, contact the ID&R Office for instructions.)

▶ **Child/Worker Move**

- ❑ The child made a qualifying move in the preceding 36 months as a **migratory agricultural worker** (see below) or a migratory fisher, or did so with or to join a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher.

▶ **Qualifying Move**

- ❑ The child moved due to economic necessity from one residence to another residence, and from one school district to another, within the past 36 months.

▶ **Migratory Agricultural Worker**

- ❑ A person who, in the preceding 36 months, made a *qualifying move* and, soon after doing so, engaged in new temporary or seasonal employment or personal subsistence in agriculture (which may be dairy work or the initial processing of raw agricultural products).
- ❑ Or, an individual who actively sought such new employment, *and* has a recent history of moves for temporary or seasonal agricultural employment.

*Qualifying work: “Temporary or seasonal employment in agricultural or fishing work”.*

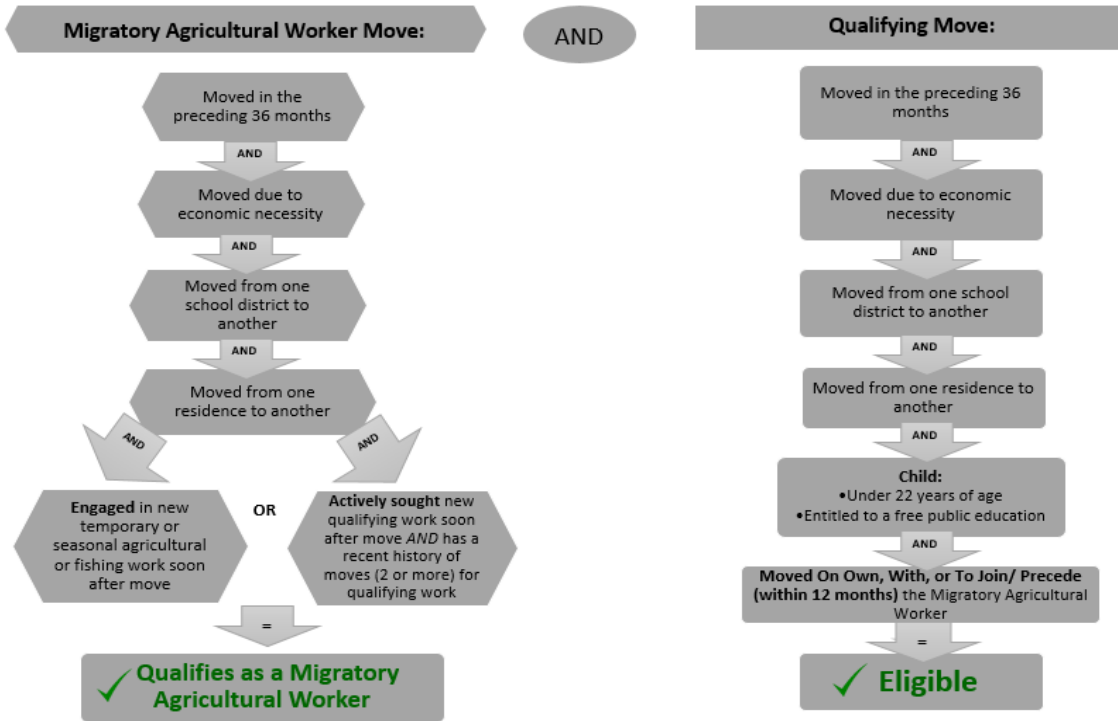
- ▶ **Seasonal Employment:** Occurs only during a certain part of the year due to the cycles of nature.
- ▶ **Temporary Employment:** Employment that lasts for a limited period of time, usually a few months, but no longer than 12 months. It is determined based on... Employer Statement or Worker’s Statement.
- ▶ Work can be agricultural, fishing, dairy work, logging, or initial processing of raw agricultural products.

*Information obtained from the Non Regulatory Guidance  
Revised March 2017*





## ESSA Eligibility Flow Chart



\*Note: The Qualifying Move resulting in a QAD must occur within 36 months of the Migratory Agricultural Worker move. However these moves will often occur at the same time.



## ESSA Interview Pattern

- 1 Identify the **Migratory Agricultural Worker**
  - An individual who made a qualifying move in the preceding 36 months and, soon after doing so (within 60 days), *engaged* in new temporary or seasonal employment, or
  - An individual who *actively sought* such new employment and has a *recent history of moves* for temporary or seasonal agricultural employment.
- 2 Identify the **Qualifying Move**
  - A move made in the preceding 36 months for reasons of economic necessity, across school district boundaries, involving a change in residence.
- 3 Identify the **Child(ren)**
  - An individual who is younger than 22 years of age and is eligible for a free public education.
- 4 Identify that the Child made the Qualifying Move: **On their own as, with, or to join/to precede (within 12 months) the Migratory Agricultural Worker**

\*See page 46-47 for full-page printouts of these charts.



# THE INTERVIEW

*The interview starts with your initial conversation. Have paper and pen or your tablet ready. Start gathering information as soon as you introduce the program.*

*Before you start the interview, you need the interviewee to trust you with their personal information. Here are some suggestions to help you gain the student's and/or family's trust:*

- ▶ Be friendly and professional.
- ▶ Keep educational materials, brochures, backpacks, and other items on hand to promote the program and its services.
- ▶ Use key words like school, scholarships, free program, ESL classes, and confidential.
- ▶ Wear something displaying the MEP logo, or carry items with the program name.
- ▶ Look for other doors or entrances if no one comes to the door.
- ▶ If the student or parent can hear you through the door, mention the names of people they may know and trust already. (e.g. a tutor, recruiter, relative, another student, community leader, etc.)
- ▶ If the student or family doesn't open the door the first time, leave a business card and pamphlet with program information and with your contact information.
- ▶ Speak with another person in the household or camp and explain the purpose of your visit.
- ▶ Have other materials available like school supplies, children's' books, ESL lessons, etc.
- ▶ Address any current student or family needs.
- ▶ Ask questions to get to know the interviewee and weave the interview questions into natural conversation.
- ▶ Find a common interest to break the ice.

## ***Memorize the information that you need to fill out the ECOE!***

### **◆ Information That Must Be Collected:**

- ▶ Current Parent/Guardian Name(s)
- ▶ Current Address
- ▶ Phone Number(s)
- ▶ Email Address(es)
- ▶ Next of Kin Number- (Optional but very important, especially for OSY students)
- ▶ Child Name
- ▶ Child Date of Birth and Verification Code (How was DOB verified?)
- ▶ Current Grade
- ▶ Last Grade Attended (For OSY and DO students)
- ▶ Current School District
- ▶ Language
- ▶ Race
- ▶ Interviewee Name & Relationship to the Child
- ▶ Worker Name & Relationship to the Child
- ▶ Eligibility Information (Qualifying Moves and Dates, Qualifying Activity, and Employer)





# Sample Eligibility Interview Questions

## 1. Migratory Agricultural Worker

### a. Moved in the preceding 36 months:

- When was the last time you moved?
- Have you moved in the past 36 months?
- Where have you lived during the past 36 months?

### b. For reasons of economic necessity:

- Why did you decide to make the move?

### c. From one school district to another:

- Did your children change schools during the move?
- Where did you live before moving here?
- What town did you live in before?
- Where did you move from? Where did you move to?

### d. From one residence to another:

- Did you move to a different home?

### e. Engaged in qualifying work soon after the move:

- What type of work do you do currently?
- Tell me about the work you have done in the past 36 months.
- Has anyone in the family worked in agriculture or fishing during the past 36 months?
- Did you ever move by yourself to work in agriculture or fishing?
- When was the last time you moved to work in agriculture?

### f. **OR** Actively sought qualifying work, and has a recent history of moves for qualifying work:

- Did you apply for a job in agriculture or fishing?
- How did you find out about the job?
- Why weren't you able to do the type of work you were looking for?
- Tell me about the agricultural/fishing jobs you've done during the past 36 months.

## 2. Child Qualifying Move

### a. Moved in the preceding 36 months:

- When did the child arrive to this area?
- Which family members made the move?
- Did you move together?
- Were there separate moves?
- Have you and your family moved any other time in the past 36 months?

### b. For reasons of economic necessity:

- Why did the child make the move?

### c. From one school district to another:

- Where did you travel/move from?
- Did your children change school districts?
- Where are you currently living/staying?



**d. From one residence to another:**

- Did you/your child/your family live in a different home before moving here?

**3. Child**

**a. Age- Under 22 years old:**

- How old are you?
- How old are your children?
- What is your date of birth?
- What year were you born?
- Is anyone in the home/housing location under 22 years old?

**b. School Completion- Eligible for a free public education:**

- What grade is your child in?
- How many years did you go to school in your country?
- Have you ever attended school in the United States?
- Did you graduate?
- What kind of diploma do you have?
- Did you complete/pass all required tests?
- Have you ever been enrolled in a GED/TASC/HSE class?

**4. Child/Worker Move**

**a. Child moved on his/her own as, with, or to join/precede the Migratory Agricultural Worker:**

- Did you move on your own to work in agriculture or fishing?
- Did you move here together with your children?
- Have you made any moves together during the past 36 months?
- When did the Migratory Agricultural Worker arrive?
- When did the child(ren) arrive?
- What was the reason that the moves were made at separate times?

***\*A COE must be completed every time a child makes a new qualifying move with, as, or to join a currently eligible MAW. A COE or MAW Residency Update Form must be completed every time a currently eligible child moves across school district boundaries. (See page 31 for more details about when to complete a MAW Residency Update Form.)***



# Preguntas para la entrevista de elegibilidad

## 1. Trabajador Agrícola Migratorio

### a. Se mudó durante los últimos 36 meses:

- ¿Cuándo fue la última vez que te mudaste?
- ¿Te has mudado durante los últimos 36 meses?
- ¿Dónde has vivido durante los últimos 36 meses?

### b. Por necesidad económica:

- ¿Por qué te mudaste?

### c. De un distrito escolar a otro:

- ¿Los niños cambiaron de escuela después de la mudanza?
- ¿Dónde vivían antes de mudarse a la casa actual?
- ¿En cuál pueblo/ciudad vivían antes?
- ¿De dónde te mudaste? ¿Para donde te mudaste?

### d. De una residencia a otra:

- ¿Te mudaste a una casa diferente?

### e. Realizó nuevo trabajo elegible poco después de la mudanza:

- ¿Qué clase de trabajo haces?
- Cuéntame sobre los trabajos que has hecho durante los últimos 36 meses.
- ¿Alguien en tu familia ha trabajado en la agricultura o la pesca durante los últimos 36 meses?
- ¿Te mudaste por ti mismo (solo) para trabajar en la agricultura o la pesca?
- ¿Cuándo fue la última vez que te mudaste para trabajar en la agricultura?

### f. **O Buscó activamente el trabajo elegible, y tiene una historia de mudanzas recientes para realizar el trabajo elegible:**

- ¿Aplicaste por algún trabajo en la agricultura o en la pesca?
- ¿Dónde aprendiste de este trabajo?
- ¿Por qué no realizaste el tipo de trabajo que buscaste?
- Cuéntame de los trabajos en la agricultura y la pesca que has realizado durante los últimos 36 meses.

## 2. Mudanza Elegible del Menor

### a. Se mudó durante los últimos 36 meses:

- ¿Cuándo llegaste a esta área?
- ¿Cuáles miembros de la familia se mudaron en esta fecha?
- ¿Se mudaron juntos?
- ¿Por qué se mudaron en fechas separadas?
- ¿Tu familia se ha mudado a otro lugar durante los últimos 36 meses?

### b. Por necesidad económica:

- ¿Por qué te mudaste?



**c. De un distrito escolar a otro:**

- ¿De dónde te mudaste?
- ¿Los niños cambiaron de escuela después de la mudanza?
- ¿Dónde vives ahora?

**d. De una residencia a otra:**

- ¿Te mudaste a una casa diferente?

### 3. Menor

**a. Edad- Menos que 22 años de edad:**

- ¿Cuántos años tienes?
- ¿Cuántos años tienen los niños?
- ¿Cuál es tu fecha de nacimiento?
- ¿En qué año naciste?
- ¿Alguien en la casa/campamento tiene menos que 22 años?

**b. Terminación de escuela- Elegible para una educación pública:**

- ¿En qué grado esta tu hijo?
- ¿Cuántos años asististe la escuela en tu país?
- ¿Has asistido a la escuela en los Estados Unidos?
- ¿Te graduaste de la escuela?
- ¿Qué tipo de diploma tienes?
- ¿Pasaste todos los exámenes necesarios?
- ¿Has tomado una clase de GED/TASC/HSE?

### 4. Mudanza del Menor y Trabajador

**a. Se mudó como el trabajador, o con/para unirse con/para preceder el trabajador agrícola migratorio:**

- ¿Te mudaste por ti mismo (solo) para trabajar en la agricultura o la pesca?
- ¿Se mudaron juntos?
- ¿Se han mudado juntos durante los últimos 36 meses?
- ¿Cuándo llegó el trabajador agrícola migratorio?
- ¿Cuándo llegó el(los) niño(s)?
- ¿Por qué se mudaron en fechas diferentes?



# COMPLETING THE ELECTRONIC COE

*In New York State we use the National COE, and recruiters use tablets to fill out Electronic COEs within a system called MIS2000. Every COE must include the following data elements:*

- ▶ Program/METS
- ▶ County
- ▶ School District
- ▶ Residency Date- The date that the child entered the current school district.

## I. Family Data:

*See attached example of the completed COE on page 18-19.*

- ▶ Enter all data fields in capital letters.
- ▶ List the names of the child's current parent(s) or guardian(s).
- ▶ If the student is an unaccompanied OSY leave the parent/guardian names blank. Put the student's phone number and/or email address in the fields next to Current Parent/Guardian 1.
- ▶ Fill in current address and other contact information. Use correct abbreviations when listing the address (e.g. ST, RD, etc.) See page for a list of official address abbreviations.
- ▶ List the name and number of someone in the household who knows the family or student in the "Next of Kin" fields. This is not a required data element but can help with future communication.
- ▶ If a response is not required or does not apply, leave that section blank.

Program	County	School District	Residency Date	Incomplete COE Number	1002-1012424								
MOHAWK REGIONAL METS	Montgomery	FONDA-FULTONVILLE CSD	09/30/23										
I. FAMILY DATA <input type="checkbox"/> This family may qualify for McKinney-Vento Act services.													
Current Parent/Guardian 1		Last	First	MI	Phone	Email	Current Parent/Guardian 2		Last	First	MI	Phone	Email
		LUNA	CARLOS	mi	518-555-1234	email			GARCIA	JUANA	mi	518-555-6789	JGARCIA@GMAIL.COM
Current Address	City	State	Zip										
123 MAIN ST	FONDA	New York	12068										
Name of next of kin	Next of kin phone	Directions/Notes											
LUIS GARCIA	518-555-9876	Entrance located in the rear of the building.											

***A Residency Move is when a currently eligible child moves across school district boundaries but didn't complete a Qualifying Move with a Migratory Agricultural Worker. If a Residency Move is made and both the QAD and MAW move date are within 36 months of the interview, a new COE should be completed. The recruiter should update the Family Data and issue a new Residency Date. The Qualifying Section will remain the same.***

## II. Child Data:

- ▶ Complete a separate COE for any child with different current family info or different eligibility info (including a different QAD). Also put each OSY or DO on their own COE.
- ▶ To answer the Multiple Birth Question (MB) write (N) for No and (Y) for Yes. Answer yes if there are multiple children on the COE born on the same date (twins, triplets, etc.)
- ▶ To complete the Birth Date Verification Code: Record the four number code that corresponds to the evidence used to confirm each child's birth date. The recruiter may rely on a parent or guardian's



verbal statement. In such cases, you should record “1007” – the number that corresponds to “parent’s affidavit.” (See the reference guide for certificate of eligibility completion on page 31).

- ▶ For pre-school students, use the code P plus their age in the Grade field. For K-12 students, use the grade they are currently enrolled in, or the grade they have just completed.

- ▶ If the student is an OSY write code OS in the grade section. If the student has dropped out of school in the United States, use the code D+. Record the last grade attended for any OS or DO; you can leave this field blank for in-school or pre-school students. You can use the Birth Date Verification code of “9999,” or “Other,” when an OSY or unaccompanied minor tells you what their date of birth is.
- ▶ If you provide a mini-lesson to an OSY at the time of the interview, you can record which lesson you delivered in the “Services” section below each child’s data.

### III. Qualifying Moves and Work:

#### Section 1

- ▶ Document the child’s most recent Qualifying Move across school district boundaries.

#### Section 2

- ▶ Record the Child/Migratory Agricultural Worker move information. Mark if the child moved as the worker, with the worker, or to join or precede the Migratory Agricultural Worker. If you mark “to join or precede the worker” in section 2a, you must also complete section 2bi and provide a comment in the “Eligibility Comments” data section directly to the right of the qualifying section.

#### Section 3

- ▶ Describe the most recent Qualifying Move the worker made in order to become a Migratory Agricultural Worker.
- ▶ Include the date the Migratory Agricultural Worker completed the Qualifying Move, and where they moved to/from.
- ▶ If the worker engaged in qualifying work soon after the move (within 60 days) mark 3a. If the worker did not engage in qualifying work soon after the move, mark 3b if the following conditions are met:
  - The worker actively sought new qualifying work, AND
  - Has a recent history of moves for new qualifying work (2 moves in the past 36 months).



- ▶ If you mark 3b, or if you mark 3a and the worker engaged in qualifying work more than 60 days after the move, provide a comment in the “Eligibility Comments” data section to the right of the qualifying section.

#### Section 4

- ▶ Describe the agriculture or fishing work the Migratory Agricultural Worker performed or sought.
- ▶ Include the worker’s action (verb) and the agriculture or fishing product (noun). Example: Picking apples, milking cows, cutting chicken, etc.
  - Include enough information so that a third party can look at the COE and know that the worker is engaged in agricultural work.
- ▶ Choose if the work was temporary or seasonal, and agriculture or fishing.

#### Section 5

*If you selected temporary employment in the Section 4a:*

- ▶ Mark if you determined the work was temporary based on:
  - 5a- Worker’s statement or a statement by a member of the worker’s family.
  - 5b- Employer statement or documentation provided by employer.
- ▶ Mark the amount of time (less than 12 months) the worker or employer states the work will last based on the options listed in the “Eligibility Comments” data section to the right of the qualifying section.
- ▶ Record the Employer Information in the temporary statement portion of the “Eligibility Comments” data section whenever possible. This information is required for any temporary employment, and is preferred for any employer located within New York State.

#### Section 6

- ▶ The Qualifying Arrival Date (QAD) is the date that both the child and the Migratory Agricultural Worker completed the Qualifying Move.

Type of Qualifying Move <i>The child...</i>	Qualifying Arrival Date- Start Date of Child Eligibility <i>The QAD is...</i>
... moved <u>with</u> the worker.	... the date the child and Migratory Agricultural Worker complete the Qualifying Move to a new school district <u>together</u> .
...moved <u>to precede</u> the worker.	... the date the <u>Migratory Agricultural Worker joins</u> the child in the new school district (within 12 months of child’s Qualifying Move).
...moved <u>to join</u> the worker.	... the date the <u>child makes a Qualifying Move to join</u> the Migratory Agricultural Worker in the new school district.

#### IV. Eligibility Comments Section

- ▶ This section allows the recruiter to include additional details that clarify reasons for eligibility.
- ▶ Fill out this section when indicated previously in the COE instructions.
- ▶ The “General Comments” field can be used for other necessary comments, such as in cases where guardianship needs to be explained, etc.



**III. QUALIFYING MOVES & WORK**

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

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

3. The worker moved due to economic necessity on , from a residence in  /  /  /  to a residence in  /  / , and .  
 (provide comment if worker engaged more than 60 days after the move)

4. The Qualifying work, \* , was (make a selection in both a. and b.): a.  b. .

5. (Complete if "temporary" is checked in #4a) The work was determined to be temporary employment based on: .

6. The Qualifying Arrival Date (QAD) was .

**IV. COMMENTS SECTION (MUST INCLUDE 2BI, 3A, 3B, 4C, AND 5A/B OF THE QUALIFYING MOVE AND WORK SECTION, IF APPLICABLE).**  
 General comments

2bi - The child/youth moved prior to or after the qualifying worker. Record the reason for the different moves.

3a - Provide comment below if worker engaged more than 60 days after the move: \*Note- Approval Required

3b - Explain how and when the worker actively sought new qualifying work and the worker's recent work history.

\* If applicable, check:  
 4c. The child(ren) qualified on the basis of "personal subsistence," meaning "that the worker and the worker's family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch." (section 200.81(h)). Explain in detail.

Employer  
 /  /  /  /  /

5a/b - The employment is temporary based on the worker's statement or the employer's statement.  
 Length of employment   Worker's statement  Employer's statement  
 Signed By Name

## V. Signature Section

- ▶ Summarize the COE, Health, and FERPA statements to the interviewee, and offer the interviewee the opportunity to read the statements (*use the Language tab to switch between English and Spanish.*)
- ▶ The interviewee should sign and date the COE on the day the interview is conducted. Record the interviewee's relationship to the child (*Waive the physical signature and use the verbal authorization check box when a remote interview is appropriate*). Physical signatures are required on COEs of K-12 students whenever possible.
- ▶ If the interviewee cannot sign his/her name, he/she must mark an "x" in the signature section.
- ▶ If the parent refuses to sign, the recruiter must document this in the COE comments section.
- ▶ The recruiter should sign the COE immediately after the form is completed.

**V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE**

I understand the purpose of this form is to help the State determine if the child(ren) listed above is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I have provided to the interviewer is true.

I authorize my child(ren) to receive medical and/or surgical treatment in case of emergency and to receive health and dental services offered by the Title I Migrant Program.

The rules for migrant eligibility, services, student record transfer, and the Family Education Rights and Privacy Act (FERPA) have been explained to me. I hereby authorize any school district and the State Educational Agency to release, transfer, and/or receive my child's education and health records, including immunization records, current enrollment information, report card/transcripts and standardized test results, to/from other school districts, intrastate and interstate educational agencies, and other pertinent agencies to help in the continuity of services. In order to potentially qualify for more educational, health, or social services, I further consent that student/family information, otherwise confidential under the provision of FERPA, may be shared with organizations that provide services under the aegis of the following: the projects of the State Migrant Education Program, the College Assistance Migrant Program (CAMP), the High School Equivalency Program (HEP), Finger Lakes Migrant Health Project, Oak Orchard Health Clinic and child nutrition/Head Start programs.

Sign Date

Signed By Name

Relationship To Child(ren)

Due to extenuating circumstances, the signature was unable to be collected. Verbal authorization was obtained. Please select one of the following circumstances that prevented an in-person interview from being conducted:

**STAFF SIGNATURES**

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.

Interviewer Name

Sign Date

Reviewer Name

Sign Date

Language





## *Additional Information & Forms*

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### *Reviewing the COE:*

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- ▶ Make sure to complete all required data elements and sections of the COE. In cases where a response may not be required or does not apply, leave the section blank while completing the ECOE.
- ▶ When completing a COE for a family, you must fill out a separate COE for any child who has a different qualifying arrival date (QAD) or any child who has different eligibility criteria than the rest of the children in the family. Each Out-of-School student should be listed on their own separate COE.

### *The recruiter must not include any child who:*

- ▶ Was born after the qualifying move (BAM).
- ▶ Is not eligible to receive a free public-school education (e.g., has graduated from high school in the United States or in a country with similar graduation requirements, or has obtained a general educational development (GED) certificate.)
- ▶ Did not make the qualifying move described on the COE.
- ▶ Is 22 years of age or older at the time of the interview.

### *COE Eligibility Comment Section*

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- ▶ The recruiter should write clear and detailed comments so an independent party who has no prior knowledge of the eligibility determination can understand the recruiter's reasoning for determining that the child(ren) is eligible.
- ▶ The recruiter must provide comments that clearly explain items 2bi, 3a, 3b, 4, 5a, and 5b of the Qualifying Move & Work Section, if applicable. There is also a General Comments section where recruiters can record guardianship information, or any other "out of the ordinary" COE information that may not make sense to the reviewer without additional documentation.

### *Datelines*

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- ▶ When a family or student referral is received by a full-time recruiter, they should make the first attempt to follow up on that referral within 48 hours of receiving it. Part-time recruiters should follow up on referrals as soon as possible, preferably making the first attempt the next day they are working for the MEP. Update the referral source on the results of the interview, even if the family or student does not qualify for MEP services.
- ▶ If a recruiter is going to be taking more than two consecutive days off, they should reach out to the ID&R Training Coordinator (Emily Callaghan) so that she can cover referrals during their absence, or to decide who to assign referrals to during their absence.
- ▶ The COE should be submitted by the recruiter within 48 hours of the interview.
- ▶ Data Specialists should review and forward newly-received COEs to the SEA Reviewer (Will Messier), or reject any with necessary corrections, within 48 hours
- ▶ The SEA Reviewer should accept new COEs, or reject any with necessary corrections, within 48 hours.
- ▶ Contact the ID&R Office (Emily or Will) immediately if you have any questions concerning the eligibility of a child.



- ▶ Each school year typically goes from early September through late June. Summer period for in-school students goes from late June through the end of August. These dates are based on the school calendar. Check with the ID&R Office for accurate dates. *Note: Summer for OSY and Pre-School students begins earlier (normally on May 15<sup>th</sup> of each year.)*

## Eligibility Reversal Form

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Sometimes a recruiter may discover additional information after an interview that affects their previous eligibility decision. If after submitting the COE you receive information that verifies that the child(ren) doesn't qualify for MEP services, you must fill out an Eligibility Reversal Form.

- ▶ **IMPORTANT:** Contact the ID&R office before sending the form to review the decision with the ID&R Director.
- ▶ After reviewing the eligibility reversal decision, complete the form and mail the original to the ID&R Office. Keep a copy for your records.
- ▶ The ID&R Director will make the final decision and send the determination to the METS and the recruiter.
- ▶ See attached example form on page 20. You can request this form from the ID&R office.

**\*See the following pages for examples of the completed and printed versions of the COE and Eligibility Comments section, as well as an example of an Eligibility Reversal form.**



No. 1002-1012424

Program: MOHAWK REGIONAL METS

School District: FONDA-FULTONVILLE CSD

NEW YORK STATE NATIONAL CERTIFICATE OF ELIGIBILITY

County: Montgomery

Residency Date: 9/30/2023

This family may qualify for McKinney-Vento Act Services.

Current Parent/Guardian 1: (Last name, First name) LUNA, CARLOS		Phone: 518-555-1234 Email:	Current Address: 123 MAIN ST			Name of Next of Kin: LUIS GARCIA	
Current Parent/Guardian 2: (Last name, First name) GARCIA, JUANA		Phone: 518-555-6789 Email: JGARCIA@GMAIL.COM	City: FONDA	State: NY	Zip: 12068	Next of Kin Telephone: 518-555-9876	

Directions/Comments:  
Entrance located in the rear of the building.

Student ID	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Grade	Still in School? (Y or OSY)	Lang	Ethnicity
NY1002-83139	LUNA	GARCIA		ASHLEY	GUADALUPE	M	1/1/2013	N	1007	06	Y	2	4

**III. QUALIFYING MOVES & WORK**

1. The child(ren) listed above moved due to economic necessity from a residence in EL PASO /TX /USA to a residence in FONDA-FULTONVILLE /FONDA /NY

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, LUNA, CARLOS, 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 mov DD/YY. (provide comment)

3. The worker moved due to economic necessity on 09/30/23 from a residence in EL PASO /NY /USA to a residence in FONDA-FULTONVILLE /FONDA /NY, and:  
a.  engaged in 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 recent history of moves for qualifying work (provide comment)

4. The qualifying work, \* PACKING APPLES 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)

5. (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 SMITH FRUIT FARM

6. The Qualifying Arrival Date was 09/30/23.

**IV. COMMENTS** (Must include 2b, 3a, 3b, 4, 5a, and 5b of the Qualifying Moves & Work Section, if applicable.)  
(See attached if applicable.)

**V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE**

I understand the purpose of this form is to help the State determine if the child(ren) listed above 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.

LUNA, CARLOS FATHER 3/26/2024  
Signature Printed Name Relationship to the Child(ren) Date

Due to extenuating circumstances, the signature was unable to be collected. Verbal authorization was obtained. Please select one of the following circumstances that prevented an in-person interview from being conducted:  
 Worker/Household access  Weather  Distance to migrant household  Health concerns

I authorize my child(ren) to receive medical and/or surgical treatment in case of emergency and to receive health and dental services offered by the Title I Migrant Program.  Yes  No

The rules for migrant eligibility, services, student record transfer, and the Family Education Rights and Privacy Act (FERPA) have been explained to me. I hereby authorize any school district and the State Educational Agency to release, transfer, and/or receive my child's education and health records, including immunization records, current enrollment information, report card/transcripts and standardized test results, to/from other school districts, intrastate and interstate educational agencies, and other pertinent agencies to help in the continuity of services. In order to potentially qualify for more educational, health, or social services, I further consent that student/family information, otherwise confidential under the provision of FERPA, may be shared with organizations that provide services under the aegis of the following: the projects of the State Migrant Education Program, the College Assistance Migrant Program (CAMP), the High School Equivalency Program (HEP), Finger Lakes Migrant Health Project, Oak Orchard Health Clinic and child nutrition/Head Start programs.

LUNA, CARLOS                      3/26/2024  
Signature Printed Name Date

**VI. 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.

Emily Callaghan 3/26/2024  
Signature of Interviewer Printed Name Date

                                          1/1/0001  
Signature of Designated SEA Reviewer Printed Name Date

**COE ELIGIBILITY DOCUMENTATION COMMENT SECTION**  
**New York State Migrant Identification/Recruitment**

COE # 1002- 1012424	Name of FIRST Child on COE LUNA-GARCIA, ASHLEY GUADALUPE	School District FONDA-FULTONVILLE CSD
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**IV. COMMENTS (Must include 2bi, 3a, 3b, 4, 5a, and 5b of the Qualifying Moves & Work Section, if applicable.)**

The "Comments Section" of the COE allows the recruiter to provide additional information or details that clarify the reasons for the recruiter's eligibility determination. The recruiter should write clear and detailed comments so an independent party who has no prior knowledge of the eligibility determination can understand the recruiter's reasoning for determining that the child(ren) is eligible. At a minimum, the recruiter must provide comments that clearly explain items 2bi, 3a, 3b, 4, and 5a of the Qualifying Move & Work Section, if applicable. As mentioned previously, these items include the following scenarios:

- 2bi \* The child/youth moved prior to or after the qualifying worker. Record the reason for the different moves:  
 Example: The worker, Mateo, moved on 1/15/2024 to begin work to save money for his brother and niece to join him. The child joined the worker on 3/23/2024.
- 3a \* The worker moved due to economic necessity and engaged in new qualifying work soon after the move. Provide comment below if worker engaged more than 60 days after the move. **\*Note- Approval Required**

Designated ESSA Reviewer Signature: \_\_\_\_\_

- 3b \* The worker moved due to economic necessity, actively sought new qualifying work, **AND** has recent history of moves for qualifying work. Provide comment below:
- 4 \* The child(ren) qualified on the basis of "personal subsistence," meaning "that the worker and the worker's family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch." (Section 200.81(h)). Explain in detail:  
 Contact the ID&R Office before using personal subsistence to qualify a child for the MEP.

- 5a/b \* The employment is temporary based on the worker's statement or the employer's statement.  
 Length of employment:  
 ✓ 0-3 months      3-6 months      6-9 months      9-12 months      Permanent (more than one year)  
 ✓ Worker's Statement      Employer's Statement

Worker/Employer's Signature: \_\_\_\_\_ 

# ELIGIBILITY REVERSAL FORM



COE#: 1001-123456 County: MONROE School District: BROCKPORT

Parent/Guardian's Name: LUIS DEL PUEBLO

Address: 1234 MAIN ST. APT 1  
BROCKPORT, NY 14420

Children's Names: JUAN DEL PUEBLO Age: 8 Age: \_\_\_\_\_  
JUANITA DEL PUEBLO Age: 12 Age: \_\_\_\_\_  
Age: \_\_\_\_\_ Age: \_\_\_\_\_

**Reason for Eligibility Reversal: (Please explain in detail.)**

FAMILY TRAVELED TO FLORIDA FOR VACATION. WORKER DIDN'T MOVE TO SEARCH FOR FARMWORK,  
THEY WENT TO FLORIDA TO VISIT FAMILY MEMBERS FOR 3 WEEKS.

Recruiter Signature: <u>KEMMY CARMONA</u>	Date: <u>11-15-2015</u>
ID/R Director Signature: <u>WILL MESSIER</u>	Date: <u>11-20-2015</u>

NEW YORK STATE MIGRANT IDENTIFICATION/RECRUITMENT OFFICE

# DEPARTURE INFORMATION

***Every time an eligible student leaves a school district, the recruiter needs to submit a departure form to the METS. Departures can be completed on paper or electronically.***

- ◆ ***Home Visits- Check for departures or new arrivals every time you visit a home or camp!***
  - ▶ Verify if all currently enrolled student are still living at the residence.
  - ▶ Ask if any new families with children or students under 22 years of age have arrived recently.
  - ▶ If the current student or students are still at the residence, ask if they have moved to another residence and returned since the most recent enrollment date you have recorded for them.
    - ***Example:*** You are the recruiter for the town of Auburn. You are visiting a current OSY who you previously did a COE for, with a most recent enrollment date of 7/15/2023. You discover that since your last visit, the student moved from Auburn, NY to Albion, NY on 8/8/2023 to pick apples. The student came back to Auburn, NY on 10/30/23. After a complete interview, you discover you can complete a new COE for the student with an updated QAD of 10/20/23.

- ◆ ***What if the student is no longer living at the residence?***

Find out where the student moved to. You could ask questions like:

- ▶ Did the student move in with a family member? Where does this family member reside?
- ▶ Did the student move to a new farm? Where? How far away is the farm?
- ▶ Does the student still live in New York State? About how many hours away?
- ▶ Did the student move to another state? Did they go back to their home country?  
(To obtain more specific information you could check with METS Tutors, School Districts, ABCD Centers, Employers, MSIX, etc.)

***If you did not complete the original ECOE on your tablet, you will need to complete a paper departure. The departure form can be printed from MIS2000, or you can request a blank form from Emily or from your Data Specialist.***

- ◆ ***Completing the Paper Departure Form***

- ▶ Obtain specific information to fill out the departure/movement section.  
***Destinations to "Unknown" locations are not acceptable.***
  - Movement Date: The date the student left the school district.
  - Destination: New Street Address, School District, City, State, Country, and Zip Code.
- ▶ After completing the form, date and sign it and submit it to your DS. Keep a copy for your records.

- ◆ ***If the student moved to a new school district within New York State:***

- ▶ Contact the receiving recruiter to provide them with the referral and student information.
- ▶ If you need to send an email containing student personal identifiable information (PII), type the information in a Word or Excel document and password protect the file before attaching to the email.
  - Call or text the receiving recruiter with the password.
- ▶ Work together with the receiving recruiter until you find the student in the new district. Make sure your departure information aligns with the information on the new COE.

DEFINITION OF MIGRATORY CHILD

COE # 1001-1001829	Name of FIRST Child on COE DEL PUEBLO-DEL PUEBLO, JUAN LUIS	School District BROCKPORT CS
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MIGRATORY CHILD MEANS A CHILD:

- a) Whose parent, guardian, spouse or him/herself is a migratory agricultural worker or a migratory fisher.
- b) Who has moved within the past thirty-six months from one school district to another out of economic necessity to enable the child, the child's guardian, spouse or a member of the child's immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

RELATED AGRICULTURAL ACTIVITIES:

- \* Farm activities related to field crops such as alfalfa, broomcorn, flax, hops, peanuts and sugar beets.
- \* Orchard activities related to fruit and nut trees and vines including sorting and picking.
- \* Farm activities related to the production of vegetables including sorting, freezing and canning.
- \* Farm activities engaged in the production of milk and other dairy products.
- \* Farm activities related to the production of poultry and poultry products.
- \* Farm or ranch activities related to the production of livestock and livestock products.
- \* Farm activities related to horticultural crops such as bulbs, flowers, plants, shrubbery, trees, herbs, mushrooms, seeds and sod crops.
- \* Fishery activities.
- \* Farm activities related to the harvesting and cultivating of trees.

**Tip!** If a new COE is filled out, add the new COE number next to the movement date, then sign and date the Departure Form.

**New COE #: 123456**

MOVEMENT INFORMATION (To be completed by recruiter.) (To be filled out with complete address.)

MOVEMENT DATE: 11/15/23

DESTINATION: Street Address 1234 Main St.

School District Rochester SD

City Rochester State/Country NY Zip Code 14619

*Recruiter*

12/10/2023

# THE ELECTRONIC DEPARTURE

*Follow the same steps to collect accurate departure information when completing an electronic departure. Use MIS2000 to complete the departure if you completed the original ECOE.*

## ◆ *Enter the Departure Information*

- ▶ The minimum information required is Departure Date and Country of Departure. State of Departure is also required if the student moved within the United States. Enter as much departure information as possible, especially if the student has moved within New York State.
- ▶ If there are multiple children on the COE, the recruiter must select which one(s) the departure information is being entered for. Click the check box next to the name(s) of each student you need to depart.

The screenshot shows a web form titled "COE DEPARTURES". It has five input fields: "Date" (03/01/24), "Address" (address), "City" (city), "State" (Michoacan), and "Country" (Mexico). Below these fields is a list of four students, each with a checkbox and a name: M [redacted] KIMBERLY, M [redacted] ALONDRA, M [redacted] MELANI, and M [redacted] MARIA. A "Submit Departure Request" button is located at the bottom right of the form.

## ◆ *Submit the Departure Request and Perform an Upload*

- ▶ Click the "Submit Departure Request" button, then perform an upload to send the departure information to your Data Specialist.
- ▶ Once you have submitted the departure, it will be listed as "Departure Requested."
- ▶ Once the Data Specialist enters the departure information and you perform an additional upload, this message will change to "Departure Approved." Once all students have been departed from the COE, the message will read "No students available to depart."
- ▶ The COE Departure section can be found between the "Qualifying Moves and Work" and the "Signature" sections of the COE. This section will be left blank when you complete the original COE, and will not be completed until the student moves out of the school district in which that COE was completed. A move to another residence in the same school district will require the COE address to be updated by your Data Specialist, and will not require a departure.

The screenshot shows the same "COE DEPARTURES" form. The "Date" field is now 11/17/23, and the "Country" field is MX. Below the input fields, the text "No students available to depart" is displayed.



# STEPS TO ACCESS MSIX

*The Migrant Student Information Exchange (MSIX) allows states to share demographic and educational information on migrant children who travel from state to state and who, as a result, have student records in multiple states' information systems.*

MSIX is a useful tool to provide recruiters with extra information in order to complement an eligibility determination or speed up the process in completing the COE. Some other benefits are:

- ▶ Access to student demographics like: name, birth date, birth place, parent information, etc.
- ▶ Access to recent and prior qualifying move information, qualifying arrival date, expiration and/or withdrawal dates, etc.
- ▶ Provides school district information and, additionally, states can notify each other when a migrant student is moving from one state to another.
- ▶ Offers the possibility to locate students that have departed to an unknown location.

**TO ACCESS MSIX VISIT: [msix.ed.gov](https://msix.ed.gov)**

**For username and password, please contact  
Will Messier at 518-804-3457**

**[wilfred.messier@oneonta.edu](mailto:wilfred.messier@oneonta.edu)**

## STEP 1- Login

**Multi-Factor Authentication: MSIX now requires you to enter a MFA code each time you log in. When you create your account for the first time, you will receive instructions on how to download an MFA app to your desktop or mobile device.**

### Migrant Student Information Exchange

SIGN IN

[Forgot Your Password?](#)

[State Contact Search](#)

**\*Warning: If you try your password and fail twice it will block your account. Contact Will Messier for a new password.**

## STEP 2- Dashboard

Select "Search" to look for student information, or enter student information below.

The dashboard features a dark sidebar with navigation options: DASHBOARD, SEARCH, WORKLIST, MY LISTS, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, and RESOURCES. The main content area displays a welcome message for 'emily hanehan' and a 'Student Record Search' section. The search section includes a header, a descriptive paragraph, a 'Clear' link, and several input fields: 'First Name', 'Last Name', 'Date of Birth' (with MM, DD, YYYY sub-fields), and 'ID (MSIX, State, or Alternative)'. Below these are radio buttons for 'ID Type' (MSIX, State, Alternate) and a 'SEARCH' button. A link for 'Advanced Search' is also present.

## STEP 3- Basic Student Record Search

This annotated screenshot shows the search form with several callouts. A callout box at the top left states: 'You can choose to enter a few letters or the entire student name.' with an arrow pointing to the 'First Name' field, which contains 'mart'. Another callout box at the bottom center states: 'Entering any of the other search criteria is optional.' with arrows pointing to the 'Date of Birth', 'ID', and 'ID Type' fields. A third callout box at the bottom right states: 'Press Search' with an arrow pointing to the 'SEARCH' button. The 'Last Name' field contains 'alexis'. The 'Date of Birth' field has 'MM', 'DD', and 'YYYY' sub-fields. The 'ID Type' section has radio buttons for 'MSIX', 'State', and 'Alternate', with 'MSIX' selected. A 'Clear' link is visible in the top right of the search section.

## STEP 4- Advanced Student Search

**Student Record Search**

Ensure that your search contains at least one of the following elements: First Name, Last Name, Date of Birth, Birth, ID, Parent First Name, or Parent Last Name. Free form search fields allow for partial search and wild card search. For more information on how to use partial search and wild card search, click [here](#). ✕ [Clear](#)

First Name mart	Date of Birth: MM DD YYYY
Middle Name	ID (MSIX, State, or Alternative)
Last Name 1 alexis	ID Type: <input checked="" type="radio"/> MSIX <input type="radio"/> Alternate
Last Name 2	Multi-Birth <input type="text"/>
Sex <input type="text"/>	Birth Country <input type="text"/>
State <input type="text"/>	Birth State/Province <input type="text"/>
Parent First Name	District of Residence/School District Name
Parent Last Name	School or Project Name
	Facility Name <input type="text"/>

[Basic Search](#) SEARCH

**These search elements may be useful when looking for a specific student.**

## STEP 5-Search Results

### 4 Results

Student(s)	State	Gender	DOB	MSIX ID	State ID
[REDACTED], ALEXANDER	CA	Male	[REDACTED]	233595759546	06002859684
[REDACTED], ALEXANDER	WA	MALE	[REDACTED]	684142215313	48285681
[REDACTED], ALEXANDER	CA	Male	[REDACTED]	988243872731	06002798236
[REDACTED] Alexander	CA	Male	[REDACTED]	233595759546	06002838805

**Click here to select the student and view files.**

## STEP 6- Student Record View

### Student Overview

<h4>Student Overview</h4> <p>Birth Date ..... ██████████ (Age: 19)</p> <p>Birth Place .....</p> <p>Birth Date Verification ..... Other</p> <p>Multiple Birth ..... No</p> <p>Parent 1 .....</p> <p>Parent 2 .....</p> <p>State or Migrant ID ..... NY2-63254 (NY)</p> <p>Sex ..... Male</p>	<h4>Qualifying Move Information</h4> <p>Qualifying Arrival Date ..... 02/11/2020</p> <p>Eligibility Expiration Date ..... 02/10/2023</p> <p>Qualifying Move From ..... Guanajuato, Mexico</p> <p>Qualifying Move To ..... ██████████</p>
	<h4>Academic Information</h4> <p>Graduation/HSE Indicator ..... Graduation</p> <p>Graduation/HSE Date ..... 06/19/2020</p> <p>Algebra I or Equivalent Indicator ..... Yes</p>

### Enrollments

Enrollments		Enrollment date	Withdrawal/Departure Date							
State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PFS	IEP	
NY	WILSON MIDDLE/HIGH SCHOOL	02/11/2020	06/19/2020	12	None	Yes	Yes	Yes	No	✓
NY	WILSON MIDDLE/HIGH SCHOOL	09/05/2019	12/11/2019	12	None	No	Yes	Yes	No	✓
NY	MIDDLE/HIGH SCHOOL	09/01/2019	09/04/2019	12	None	No	No	No	No	✓
NY	WILSON MIDDLE/HIGH SCHOOL	06/27/2019	08/31/2019	11	None	No	Yes	Yes	No	✓
NY	WILSON MIDDLE/HIGH SCHOOL	02/28/2019	06/26/2019	11	None	Yes	Yes	Yes	No	✓

**Last School/Program Attended by Student** (points to the 09/05/2019 enrollment)

**For questions or more information, please contact the ID&R Office (518) 804-3457**

# ACCESSING MIGRANT LABOR CAMPS

*“Migrant farmworkers have the right to be visited in labor camps where they reside by doctors, lawyers, labor union representatives, the clergy or other persons during non-working hours without interference by their employers or owners of the labor camp.”*

November 25, 1991/ Robert Abrams, Attorney General

As recruiters, we have the right to visit farmworker labor camps and workers’ homes to identify eligible migrant children. However, the situation could turn tense if the farmer doesn’t allow access. We want you to be informed of the law; however, we must act carefully to prevent hurting the workers or the program’s reputation in the process.

*The following is a list of ideas to help you choose the right way to access migrant housing.*

**First impressions count!** Making a good impression during your first visit is the key to a successful relationship for future recruiting opportunities. Don’t argue with farmers.

**Understand the farmers’ point of view.** Some farmers might not welcome outsiders on the premises because:

- ▶ They may want to protect undocumented workers from being detained.
- ▶ They may want to protect workers from being taken advantage of.
- ▶ They may not want the workers disturbed during their free time.
- ▶ They may not want workers to talk about what is happening on the farm.
- ▶ The farmer might just be very busy and not want to be bothered.

## ***Presenting the Migrant Education Program to Farmers***

There are signs you can look for that will indicate if you should talk to the farmer before contacting the workers:

- ▶ Is the housing on the farm property?
- ▶ Is the farmer living at/near the workers’ housing site?
- ▶ Is the farmer nearby when you stop to make a visit?
- ▶ Is this a new farm where you haven’t met the farmer before?

## ***Tips for Presenting the Migrant Education Program to Farmers***

- ▶ Be prepared! Have information and resources available to share. Make sure to have copies of the Farmer Flyer on hand with information to help farm owners access resources such as the *Spanish for Agribusiness Owners* book (see example of flyer on page 42).
- ▶ Be sure to have your ID within reach at all times in case you are asked for it.
- ▶ Break the ice by asking for help updating farm directory information.
- ▶ Rehearse ahead of time to be prepared for what you want to say.
- ▶ Keep it as short and concise as possible.
- ▶ Give the grower the opportunity to ask questions and be prepared to answer.
- ▶ If you don’t know the answer, share contact information and follow up later.
- ▶ Be cordial, positive and patient even if the farmer asks you to leave.
- ▶ Don’t give up, just try again another time!

### ***Tips to Obtain Access to Migrant Labor Housing***

- ▶ Identify the locations where farmworkers live.
- ▶ Be prepared with handouts and leave them at the door if no one is present.
- ▶ Ask the farmer or landlord to introduce you to the workers.
- ▶ Ask another organization that works with the workers/families to help you gain access.
- ▶ Visit housing on a Sunday.

### ***If the farmer still doesn't allow access:***

- ▶ Don't argue with farmers. If you do, you could put the workers at risk of being fired for speaking to you. The farmer you argued with could share the situation with other farmers, closing the opportunity to access other farms/housing.
- ▶ After the farmer sees you at the farm housing a few times, it is more likely they won't interfere again. Try to find a crew leader or head of the household to make contact with if you are unable to gain access by contacting the farmer.

## **LAWS RELATED TO ACCESS TO LABOR CAMPS**

### ***Thousand Island Park Assn. v Tucker***

**173 NY 203 (1903).**

“Migrant farmworkers living in labor camps are tenants within the meaning of the New York State’s Real Property Law. As tenants, migrant farmworkers have the common law right to receive guests of their choice. One of those rights is the right to receive guests of their choice without interference from the farmer or landowner who acts as their landlord.”

### ***Colbee 52<sup>nd</sup> Street Corp. v Madison 52<sup>nd</sup> Corp.***

**8 Misc. 2d 175 (NY Co 1957)**

**Aff’d, 5 AD2d 971 (1<sup>st</sup>. Dept. 1958)**

“Thus, the farmer or grower who acts as the landlord does not have the right to screen, control, require prior notice or warning, or otherwise deny access to any person the migrant farmworker wishes to see in the farmworkers’ living quarters.”

### ***Folgueras v Hassle***

**Supra, 331 F Supp. AT 624-625**

“The property rights of a migrant camp owner do not include the right to prevent access to his camp to guests of migrant workers or to persons working for any governmental or private agency whose primary concern is the health and welfare of migrant workers.”

***If you have problems accessing farm housing, please  
contact the ID&R Office immediately.  
(518) 804-3457***

# THE STILL HERE/ RESIDENCY VERIFICATION LIST

*Every year the ID&R Office releases a list of students from the previous fiscal year that have not yet been departed. We refer to this list as the Still Here List, or the Residency Verification List.*

The Still Here List contains names of the students that need to be called, visited, and/or confirmed by the METS to still reside in the current school district. The list includes the student name, school district, COE Number, COE address, phone number, and departure information. This list is very important, as we cannot receive funding for these students during the current fiscal year without this verification. Students who have already had a service recorded during the current performance period will automatically be removed from the list. This means you will be reaching out to students that may be harder to reach.

**Tip!** *Start with the students you have recently visited and know are still here. Then, meet with the METS to see if they have any additional information about the students on the list. This will make your list of students to call/visit much smaller, and will help you complete the process faster.*

**To obtain the required information you could:**

**Check with the METS:** Schedule a meeting with the METS Director and/or Data Specialist to find out which students they know are still here. If a student has received a service on or after 9/1 of the current year, you can use their most recent date of service as their still here date.

**Visit or call the student/family:** This is a great opportunity to re-visit the family, ask if there is someone new at the house or community, and check to see if a student needs to be departed.

If the student on the list is still living in the same school district, write the date the student was last seen in the **SH Date** space. If the student is no longer in the school district, find out when the student departed and record the departure information above the student address. Example: 12/15/2015 to Orlando, FL (see below).

In the **Verified By** section: Write how you obtained the information. For example, verified by Home Visit, Phone Call, or METS. Then sign your name in the **Recruiter Signature** section.

When you complete most of your list, mail it directly to Lisa Rivera. She will send you a smaller, cleaned up list of the remaining students that you can work on finishing before the end of the reporting period.

**Example:**

*Still Here Verification List by County*

**Albany**

Last/First Name	DOB/Grade	School/VerDate	COE#/Date	DepDate/Add	DepToCity	DepToState	Recruiter Signature	SH Date	Verified By
[REDACTED]	[REDACTED]	ALBANY CITY SD	124920 4/3/2013	[REDACTED]	ALBANY		<i>Jerry Roman</i>	01/15/2016	Home Visit
[REDACTED]	[REDACTED]	ALBANY CITY SD	122790 4/3/2013	12/15/2015 to Orlando, FL	[REDACTED]	ALBANY	<i>Jerry Roman</i>	02/01/2016	METS

# MAW Residency Update Form

The MAW Residency Update form may look like a COE, but it is not a new COE. This form should be used to update residency information for eligible children who have made a move to a new school district and still have remaining eligibility from a previous COE, but are unable to receive a new COE because there is no currently eligible Migratory Agricultural Worker at the time of the interview.

*Here are the steps you should follow to accurately complete a MAW Residency Update Form:*

## *Step 1: Contact Will*

- ▶ Will Messier is the only person in New York State who can create a MAW Residency Update form. Contact Will with the most recent COE number of the student(s) you need him to create the form for.

## *Step 2: Upload to Receive MAW Residency Update Form*

- ▶ After Will creates the form, the recruiter should perform an upload on MIS2000 to receive the MAW Residency Update Form. The form should have the same COE number as the original COE, but with the letter A at the end.

The screenshot shows the MIS2000 COE Data interface. The COE Number field contains 'NY11-1008389A'. A callout box points to the 'A' at the end of the number, stating 'Notice that the COE Number now has a letter at the end'. Below the COE Number field, the text 'MAW Residency Update Incomplete' is displayed in a blue box. A callout box at the bottom of the screenshot states 'The new form will show as incomplete'. Other fields visible include Program (NORTH COUNTRY METS) and County (Franklin).

## *Step 3: Update the Residency Information*

- ▶ The recruiter should update the information in the Family Data section, and children can be removed from the form if not everyone who was on the original COE made the residency move. Qualifying information, eligibility comments, and child information **CANNOT** be updated, as this form is not a new COE.

## *Step 4: Collect New Signatures, Submit and Upload*

- ▶ The recruiter should ask the interviewee to sign the form and should sign the form him or herself. Then, he or she should submit and upload the form using the same process that is normally used to submit ECOEs.

## *Step 5: The Review and Approval Process*

- ▶ The Data Specialist and Will both review the form. Once Will approves the form and the recruiter performs another upload, the MAW Residency Update Form should be listed as "Approved."

### *Residency Moves:*

Residency moves are when a currently eligible migratory child makes a move to a new school district that does NOT result in an updated QAD. Residency moves may be made when the new move is not a qualifying move, or when the child makes a qualifying move without a MAW.

- If **both** the QAD and MAW date fall within the previous 36 months on the day you are interviewing the family in the new district, then you can **create a new COE**.
- If the QAD falls within the previous 36 months but the **MAW date does not**, then you must request a **MAW Residency Update Form**.
- If **neither** the QAD nor the MAW date fall within the previous 36 months, then **no new form can be completed**.





# New York State Migrant Education Identification & Recruitment Program

## ADDITIONAL FORMS

*\*These forms are only examples of techniques used for recruiting. Consult with the ID&R Office before modifying any form. Notify your assigned METS before using any new handouts or flyers.*

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COE Completion Code Reference Guide					
Address Abbreviations				Grade	
Alley	ALY	Loop	LOOP	P0-P5	Child is age 0-5 at time of interview, and not yet in Kindergarten
Avenue	AVE	Manor	MNR	K-12	Grade attended this current year, or last grade the student attended
Bend	BND	Meadow	MDW	OS	Youth has never attended school in USA
Boulevard	BLVD	Motorway	MTWY	D+	Youth dropped out of school in USA prior to current school year
Bridge	BRG	Mount	MT	<b>Still in School?</b>	
Brook	BRK	Mountain	MTN	OS	Youth has never attended school in USA
Bypass	BYP	Orchard	ORCH	DO	Youth dropped out of school in USA during current school year
Center	CTR	Overpass	OPAS	D+	Youth dropped out of school in USA prior to current school year
Circle	CIR	Park	PARK	Y	Student is currently enrolled in school
Common	CMN	Parkway	PKY	N	Student is not currently enrolled in school
Corner	COR	Path	PATH	<b>Common Birth Verification Codes</b>	
Court	CT	Pike	PIKE	1007	Parent Affidavit (Parent/Guardian told you the child's DOB)
Creek	CRK	Place	PL	9999	Other (Used when the child (OSY) told you their own DOB)
Crescent	CRES	Plain	PLN	<b>Multiple Birth</b>	
Drive	DR	Plaza	PLZ	Y	Twins/Multiples (Share the same DOB)
Estate	EST	Point	PT	N	Not a twin/multiple (Do not share the same DOB with others on COE)
Expressway	EXPY	Road	RD	<b>Last Grade Attended</b>	
Extension	EXT	Route	RTE	OS/DO	Record the last grade the student attended in USA or in home country
Field	FLD	Run	RUN	Others	Leave Last Grade Attended section blank
Flat	FLT	Spring	SPG	<b>Other Important COE Information</b>	
Fork	FRK	Square	SQ	<p><b>Current Guardians:</b> List at least one parent or guardian for any pre-school or in-school child. For OSY not being supported by a parent/guardian, leave blank.</p> <p><b>Next of Kin:</b> Phone number of another individual in the home or work location who you can contact the family/student through. Very important for OSY.</p> <p><b>McKinney Vento Box:</b> Check this box in the Census Tab if you believe the family may be in a homeless or doubled-up living situation (Ex: multiple families living in a single-family home).</p>	
Freeway	FWY	Station	STA		
Garden	GDN	Street	ST		
Heights	HTS	Summit	SMT		
Highway	HWY	Terrace	TER		
Hill	HL	Trail	TRL		
Junction	JCT	Valley	VLY		
Landing	LNDG	Village	VLG		
Lane	LN	Way	WAY		

**New York State Migrant Education: State and Country Code Reference Guide**

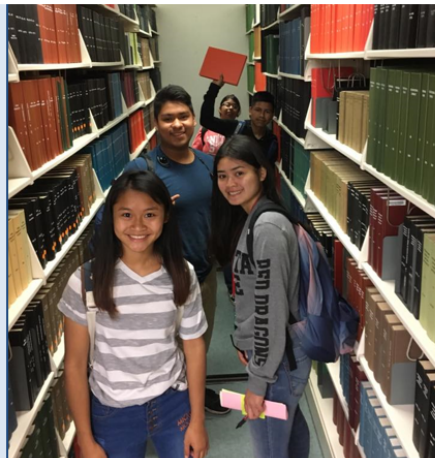
States of the USA		States of Mexico		Depts. of Guatemala		Country Codes			
Alabama	AL	New Mexico	NM	Aguascalientes	AG	Alta Verapaz	AV	Argentina	ARG
Alaska	AK	New York	NY	Baja California	BC	Baja Verapaz	BV	Belize	BEZ
Arizona	AZ	North Carolina	NC	Campeche	CM	Chimaltenango	CM	Brazil	BRA
Arkansas	AR	North Dakota	ND	Chiapas	CP	Chiquimula	CQ	Burma	BUR
California	CA	Ohio	OH	Chihuahua	CH	El Progreso	PR	Canada	CAN
Colorado	CO	Oklahoma	OK	Coahuila	CU	Escuintla	ES	China	CHI
Connecticut	CT	Oregon	OR	Colima	CL	Guatemala	GU	Colombia	COL
Delaware	DE	Pennsylvania	PA	Distrito Federal	DF	Huehuetenango	HU	Costa Rica	COR
Florida	FL	Puerto Rico	PR	Durango	DU	Izabal	IZ	Cuba	CUB
Georgia	GA	Rhode Island	RI	Guanajuato	GJ	Jalapa	JA	Dominican Rep.	DOR
Hawaii	HI	South Carolina	SC	Guerrero	GR	Jutiapa	JU	Ecuador	ECU
Idaho	ID	South Dakota	SD	Hidalgo	HG	Peten	PE	El Salvador	SLV
Illinois	IL	Tennessee	TN	Jalisco	JA	Quetzaltenango	QZ	Guatemala	GTM
Indiana	IN	Texas	TX	Michoacán	MC	Quiche	QC	Haiti	HAI
Iowa	IA	Utah	UT	Morelos	MR	Retalhuleu	RE	Honduras	HON
Kansas	KS	Vermont	VT	Nayarit	NA	Sacatepéquez	SA	Jamaica	JAM
Kentucky	KY	Virginia	VA	Nuevo León	NL	San Marcos	SM	Japan	JAP
Louisiana	LA	Washington	WA	Oaxaca	OA	Santa Rosa	SR	Mexico	MEX
Maine	ME	West Virginia	WV	Puebla	PU	Sololá	SO	Nepal	NEP
Maryland	MD	Wisconsin	WI	Querétaro	QE	Suchitepéquez	SU	Nicaragua	NIC
Massachusetts	MA	Wyoming	WY	Quintana Roo	QR	Totonicapán	TO	Paraguay	PAR
Michigan	MI			San Luis Potosí	SL	Zacapa	ZA	Peru	PER
Minnesota	MN			Sinaloa	SI			Philippines	PHI
Mississippi	MS			Sonora	SO			South Africa	SOA
Missouri	MO			Tabasco	TB			Somalia	SOM
Montana	MT			Tamaulipas	TM			Thailand	THA
Nebraska	NE			Tlaxcala	TL			Tonga	TON
Nevada	NV			Veracruz	VE			United States	USA
New Hampshire	NH			Yucatán	YU			Uruguay	URU
New Jersey	NJ			Zacatecas	ZA			Venezuela	VEN

## PROGRAMA DE EDUCACIÓN PARA MIGRANTES DE NY



El Programa de Educación para Migrantes (MEP), está Autorizado por el Título I, Parte C del Acta de Educación Elemental y Secundaria (ESEA) y provee una variedad de servicios para las familias que trabajan en la agricultura.

Este programa es gratuito para aquellas familias elegibles y puede incluir servicios de tutoría, programa de almuerzo gratuito, excursiones, programa de verano, actividades de involucramiento para padres, y referidos a otras organizaciones o agencias.



### New York State Migrant Education Program

*Programa de Educación para Migrantes en el estado de Nueva York*

**Recruiter/Reclutadora:  
Mary Vondell**

**518-481-7063**

**The New York State Migrant Education Hotline**

*Línea Directa del Programa de Educación para Migrantes en el Estado de Nueva York*

**315-294-0766**

[www.nysmigrant.org](http://www.nysmigrant.org)



## NYS MIGRANT EDUCATION PROGRAM



The Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA), and provides a variety of services to families who work in agriculture.

This program is free of charge to all eligible families and may include tutoring, free lunch programs, educational field trips, summer programs, parent involvement activities, and referrals to other services as needed.

1. Has anyone in your family worked or looked for work at the following occupations within the past 3 years?

- Any agricultural job or farmwork such as: planting, sorting, or picking fruits, vegetables or crops, nursery or greenhouse work, logging or timber growing.
- Work at food processing plants such as: packing or canning fruits or vegetables, fish farming, or poultry processing plants.
- Work at a dairy or other livestock farm.



1. ¿Usted o algún miembro de su familia ha trabajado o ha buscado trabajo en algunas de las siguientes ocupaciones en los pasados tres años?

- Cualquier trabajo en el campo o invernadero, como: plantando, seleccionando, o cosechando frutas o vegetales, cultivando o cortando flores o árboles.

- Trabajando en plantas de procesamiento de alimentos: empacando o enlatando frutas, vegetales, carnes o pescados.**
- Trabajando en una lechería u otro rancho de animales.**



2. Have you or your children moved from/to another country, city, or school district within the past 3 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. ¿Se ha mudado usted o algún miembro de su familia de otro país, ciudad, o distrito escolar en los pasados 3 años?

Sí \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to the previous questions, please provide your contact information below to receive more information:

**Si usted contesta que sí a las preguntas anteriores, complete la siguiente información:**

Name- Nombre:

\_\_\_\_\_

Phone Number- Número Telefónico:

\_\_\_\_\_

Home Address- Dirección Física:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The best time to be contacted is:  
El mejor horario para ser contactado es:  
\_\_\_\_\_ (A.M.) \_\_\_\_\_ (P.M.)

*To submit this form, please fax to 607-436-3606, or call your local recruiter.*

*Para enviar este formulario, por favor faxéelo al 607-436-3606, o llame a su reclutador(a) de su área.*

Notes/Notas:

\_\_\_\_\_  
\_\_\_\_\_



## NEW YORK STATE MIGRANT EDUCATION PROGRAM

### IDENTIFICATION & RECRUITMENT OFFICE

### PARENT SURVEY

The Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA). The MEP provides a variety of educational services to families who work in agriculture, **regardless of their nationality or legal status**. This program is **free of charge** to all eligible families and may include tutoring, free school lunch eligibility, educational field trips, summer programs, parent involvement activities, emergency needs and referrals to other services as needed.

*Please take few minutes to complete this questionnaire.*

**Has anyone in your family worked, or looked for work at the following occupations during the past 3 years?**

- Any agricultural, farm, or fishing work (such as hay, dairy, fruit or vegetable crops, poultry, fishing, nursery/greenhouse, etc.)
- Work related to logging, harvesting, or initial processing of trees.
- Work at a food processing plant, (such as meat or poultry processing plants, packing fruits or vegetables, etc.)



*If you answer YES, please provide your contact information below:*

Parent/Guardian Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Telephone number: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Best time to be reached: \_\_\_\_\_ AM/PM

Previous Address: \_\_\_\_\_

Student name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

**To submit this referral please fax to 607-436-3606, or by mail to NYS Migrant Education Program- Identification and Recruitment Office: 100 Saratoga Village Blvd, Suite 41, Ballston Spa, NY 12020.**





## PROGRAMA DE EDUCACIÓN PARA MIGRANTES DEL ESTADO DE NEW YORK

### OFICINA DE IDENTIFICACIÓN Y RECLUTAMIENTO- ENCUESTA PARA PADRES

El programa de Educación para Migrantes (MEP), está autorizado por el Título I, Parte C de la Acta de Educación Elemental y Secundaria (ESEA). EL MEP provee una variedad de servicios educativos para las familias que trabajan en la agricultura, sin importar su nacionalidad o estado legal. Este programa es gratuito para aquellas familias elegibles y puede incluir servicios de tutorías, elegibilidad de almuerzo gratuito en la escuela, excursiones, programa de verano, actividades de involucramiento para padres, programa de emergencias y referidos a otras organizaciones o agencias.

*Por favor tome unos minutos para completar este cuestionario.*

**¿Usted o algún miembro de su familia ha trabajado o buscado trabajo en algunas de las siguientes ocupaciones en los pasados 3 años?**

- Cualquier trabajo agrícola (como plantando, seleccionando, o cosechando frutas o vegetales, cultivando o cortando flores o árboles, trabajo en lechería u otro rancho de animales, pescando, etc.)
- Trabajando en la cultivación o procesamiento de los árboles.
- Trabajando en una planta de procesamiento, empackando, lavando o cortando vegetales, frutas o carnes.



*Si usted contestó que sí, por favor complete la siguiente información:*

Nombre del Padre/Encargado: \_\_\_\_\_

Dirección Física: \_\_\_\_\_

Teléfono: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Mejor tiempo para ser contactado \_\_\_\_\_ AM/PM

Dirección anterior: \_\_\_\_\_

Nombre del estudiante: \_\_\_\_\_ Edad \_\_\_\_\_ Grado \_\_\_\_\_

Nombre del estudiante: \_\_\_\_\_ Edad \_\_\_\_\_ Grado \_\_\_\_\_

**Para someter este referido, por favor envíelo por fax a 607-436-3606, o por correo a NYS Migrant Education Program- Identification & Recruitment Office: 100 Saratoga Village Blvd, Suite 41, Ballston Spa, NY 12020**





न्यूयॉर्क राज्य प्रवासी शिक्षा कार्यक्रम  
पहिचान र भर्ती कार्यालय  
अभिभावक सर्वेक्षण



आप्रवासी शिक्षा कार्यक्रमले जस्तोसुकै कृषिमा काम गर्ने परिवारलाई शैक्षिक सेवाहरू प्रदान गर्दछ। यदी तपाईंहरू जुनै देशको नागरिक अथवा कानुनी बासिन्दा हुनुहुन्छ भने, यो कार्यक्रम सबै योग्य परिवारलाई निः शुल्क छ। यो कार्यक्रमका अन्य सेवाहरू ( ट्यूशन, निःशुल्क भोजन, शैक्षिक क्षेत्र यात्रा, सम्मर कार्यक्रम, अभिभावक संलग्नता गतिविधिहरू, आकस्मिक आवश्यकता र कुनै कार्यक्रमको सिफारिशको लागि, आवश्यक हुँदा सहयोग गर्दछ।

कृपया केही समय दिएर यी प्रश्नहरूको उत्तर दिनु होला।

१. २२ वर्ष भन्दा सानो उमेरको घरमा कोइ हुनुहुन्छ ? \_\_\_\_ छ \_\_\_\_ छैन

२. के तपाईंको घरको कोहि व्यक्ति एउटा स्कूल जिल्ला बाट अर्को स्कूल जिल्लामा पछिल्लो ३ वर्षमा सर्नु भएको छ? \_\_\_\_ छ \_\_\_\_ छैन

३. के तपाइको परिवार बाट कसैले पछिलो ३ वर्षमा तल दिएको पेसा हरुमा , काम गर्नु अथवा खोज्नु भएको छ? \_\_\_\_ छ \_\_\_\_ छैन

कृषि वा खेतीको काम ( जस्तै : घाँस, डेरी, फल वा तरकारी बाली, कुखुरा, माछा खेती, नर्सरी / रूपमा कुनै पनि ग्रीन हाउस, अन्य काम )? काठ सम्बन्धी, बोट बुरुवा उदपादन वा अन्न फसल सम्बन्धित कार्य? खाद्य प्रशोधन मा कार्य, (जस्तै तरकारी वा कुखुरा, स्याउ वा

तरकारी प्याकिङ प्रशोधन)?



येदि अघिल्लो प्रश्नहरूको जवाफ हो भयो भने; तल जानकारी प्रदान गर्नुहोस्

अभिभावक / संरक्षक / योग्य व्यक्तिको नाम: \_\_\_\_\_

घरको ठेगाना : \_\_\_\_\_

टेलिफोन नम्बर : (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ सम्पर्क गर्ने उचित समय : \_\_\_\_\_

अघिल्लो ठेगाना : \_\_\_\_\_

बिध्यर्थिको नाम : \_\_\_\_\_ उमेर : \_\_\_\_\_ कक्षा : \_\_\_\_\_

बिध्यर्थिको नाम : \_\_\_\_\_ उमेर : \_\_\_\_\_ कक्षा : \_\_\_\_\_

To submit this referral contact Irene Sanchez (Recruiter) 585-694-1460 or fax to 585-395-5731 or by mail to Brockport Migrant Education Tutorial and Support Services Program, The College at Brockport, 350 New Campus Drive B-9 Brockport, NY 14420





**Do you work on a FARM?**  
**Is anyone living with you under 22 YEARS OLD?**

***YES? We might HELP!***

**BROCKPORT MIGRANT EDUCATION  
 TUTORIAL AND SUPPORT  
 SERVICES PROGRAM (BMETS)**

***School enrollment, tutoring, summer school, free lunch eligibility,  
 ESL and GED classes for Youth that are out of school and other  
 educational services.***



**CALL US!**

**585-395-2356**

**585-694-1460**

**[www.brockport.edu/migrant-ed](http://www.brockport.edu/migrant-ed)**



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**¿Trabajas en la AGRICULTURA?  
¿Algún miembro de su familia es MENOR de 22 AÑOS?**

***¿SÍ? ¡Nosotros te podríamos AYUDAR!***

**PROGRAMA DE SERVICIOS DE TUTORIA  
Y SOPORTE EDUCATIVO PARA  
MIGRANTES EN BROCKPORT (BMETS)**

***Inscribir a sus hijos en la escuela, tutorías, escuela de verano, elegibilidad de almuerzo gratuito, servicios de ESL y GED para jóvenes fuera de la escuela, y otros servicios educativos.***



**¡LLAMANOS!**

**585-395-2356**

**585-694-1460**

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### **NYS Migrant Education**

The Migrant Education Program helps the children of farmworkers and young farmworkers under 22 years of age who have moved and engaged in farm work within the past 3 years. A variety of services can be provided to those who qualify, including English as a Second Language instruction, and summer programs. All enrollments and services at this time will be completed by phone. If you think one of your employees may qualify, please give us a call:

#### **Recruiter Contact Info:**

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Migrant Education Program  
100 Saratoga Village Blvd,  
Suite #41  
Ballston Spa, NY 12020  
Phone: (518) 417-3609

# Support for Farmers and Farmworkers

The New York State Migrant Education Program is here to support the farm owner and farmworker community during the COVID-19 pandemic. For the health and safety of your farm and your workers, some services will be provided remotely at this time. When we do conduct home visits, we will be following strict social distancing protocols for our safety, and for the safety of your workers and your property. Our staff will maintain 6 feet of distance and will be wearing proper Personal Protective Equipment (PPE). Services we may provide include:

- Information about how to stay healthy and safe during the COVID-19 pandemic.
- Drop-offs of materials and resources as needed, including educational materials, COVID-19 test kits, and/or PPE.
- Virtual and in-person instructional services, including English as a Second Language instruction for workers who qualify for our program, and instructional support for school-aged children.

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#### **Resources for Farm Owners:**

Go to <https://www.nysmigrant.org/resources/agribusiness-owners> or scan the QR code below with your phone's camera, to access a variety of useful resources, including:

- A free *Spanish for Agribusiness Owners* book to help you learn Spanish words and phrases that will be useful on and around the farm
  - OSHA-compliant bilingual farm safety signs
  - Bilingual COVID-19 resources





## **NYS Migrant Education**

The Migrant Education Program helps the children of farmworkers and young farmworkers under 22 years of age who have made a qualifying move with a migratory agricultural worker during the past 3 years. A variety of services can be provided to those who qualify, including English as a New Language instruction, and summer programs. All enrollments and services at this time will be completed by phone. If you think you or a family or student you know may qualify, please contact me:

### **Recruiter Contact Info:**

**Yenny Diaz**

**845-798-1129**

**johanna2111@yahoo.com**

### **The New York State Migrant Education Hotline**

*Call or Text:*  
315-294-0766

# Continued Support for Students and Families

The New York State Migrant Education Program is still here to support the farmworker community during the COVID-19 pandemic. For the health and safety of you, your family and your children, all services will be provided virtually (by phone, Whatsapp, etc.) at this time. We are looking forward to continuing our home visits in the future, once conditions are safe for our staff and for you! Services we may provide during the pandemic include:

- Information about how to stay healthy and safe during the COVID-19 pandemic.
- Referrals to community services, such as migrant health, and support in accessing school district services such as food pick-ups.
- Instructional support for school-aged children studying from home.
- Virtual instructional services, including English as a New Language instruction, for students who are under 22 years of age.

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### **COVID-19 Resources:**

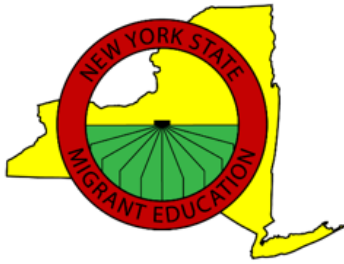
Go to [https://padlet.com/jverdugo2/COVID19\\_family\\_resources](https://padlet.com/jverdugo2/COVID19_family_resources) to access a variety of useful resources, including:

- Best Practices to Stay Healthy
  - How to Stay Safe in the Grocery Store
- Recommendations When Returning Home from the Supermarket
  - How to Maintain Mental Health During the Crisis

### **English Language Learner Resources:**

Go to <https://padlet.com/dubs2k/qxdgdyqvyp> to access a variety of useful resources, including:

- Simply Speaking- a free English as a New Language workbook
  - Bilingual life skills lessons
- List of useful free apps to download on your phone
  - Links to other language learning resources



### **El Programa de Educación para Migrantes del Estado de NY**

El Programa de Educación para Migrantes ayuda a los hijos de los trabajadores agrícolas y a cualquier trabajador agrícola menor de 22 años, quienes se hayan mudado en los últimos tres años con el fin de trabajar en agricultura. El programa ofrece una variedad de servicios a las familias y jóvenes que califiquen, como clases de inglés y programas de verano. Las inscripciones y los servicios se están realizando por teléfono en este momento. Si usted cree que una familia o estudiante califica para el programa, contacte a este número:

#### **Información de contacto de la reclutadora:**

**Yenny Diaz**

**845-798-1129**

**johanna2111@yahoo.com**

#### **Línea Directa del Programa de Educación para Migrantes en el Estado de Nueva York**

*Llame o envíe un texto a:  
315-294-0766*

# Seguimos Apoyando a Familias y Estudiantes

El Programa de Educación para Migrantes de Nueva York sigue apoyando a la comunidad de trabajadores agrícolas durante la pandemia del COVID-19. Todos los servicios del programa se están ofreciendo virtualmente (teléfono, WhatsApp, Zoom, correo electrónico, etc.) para la protección de su salud y seguridad de usted y su familia. ¡Tenemos muchas ganas de seguir visitándolos en sus casas, tan pronto sea seguro para ustedes y nosotros!

#### **Los servicios que estamos ofreciendo durante la pandemia incluyen:**

- Información sobre cómo mantenerse saludable durante la pandemia del COVID-19.
- Referidos a otros servicios comunitarios, tales como salud para migrantes y apoyo al acceso para la distribución de comida por parte de los distritos escolares.
- Apoyo educativo para los niños de edad escolar, quienes están estudiando en sus hogares.
- Servicios educativos virtuales, incluso clases de inglés, para estudiantes que tienen menos que 22 años de edad.

#### **Recursos del COVID-19:**

Visite [https://padlet.com/jverdugo2/COVID19\\_family\\_resources](https://padlet.com/jverdugo2/COVID19_family_resources) para encontrar la siguiente información de interés:

- Buenas Prácticas para Mantenerse Saludable
- Como Mantenerse Seguro en el Supermercado
  - Recomendaciones al Entrar a Casa
- Como Mantener la Salud Mental Durante la Crisis

#### **Recursos para Estudiantes de Inglés:**

Visite a <https://padlet.com/dubs2k/qxdgdyqivyp> para encontrar la siguiente información de interés:

- Simply Speaking- un libro de ejercicios gratuito para aprender el idioma inglés
  - Lecciones bilingües de conocimientos básicos
- Lista de aplicaciones gratuitas que se puede descargar en el teléfono
- Enlaces a otros recursos para estudiantes del idioma inglés



Dear *Farm Owner Name*,

During this stressful time, we at the NYS Migrant Education Program hope that you, your family and crew are well. First, our program would like to recognize and appreciate the huge role that you play for our community. With the understanding of the difficulties you are facing during these times, we are here to continue the support for you and your farmworkers remotely.

For the time being, we are working with our local program's staff to provide our farmworker community:

- **Free** tutoring via phone and/or computer devices that can help farmworkers communicate in English in the workplace.
- Best hygiene practices, health lessons and COVID-19 news updates to keep employees healthy and able to keep performing their essential jobs
- Advocacy and support tailored to farmworker and farm owner needs, including referrals to other helpful community agencies.

As New York State begins to re-open, our staff is starting to return to the field to provide some services, including drop-offs of educational materials, food, and/or Personal Protective Equipment (PPE) as needed. To ensure the safety of you, your workers, your property, and our staff, we will be implementing the following social distancing protocols when conducting visits:

- Our staff will be wearing proper PPE, including masks and gloves, which will be changed between each home visit.
- Materials may be dropped off in front of worker homes with no contact between staff and individuals living in the home.
- Should staff come into contact with individuals outside of the home, they will maintain 8-10 feet of distance at all times. Staff will not be entering homes, residences, or farm buildings at this time.

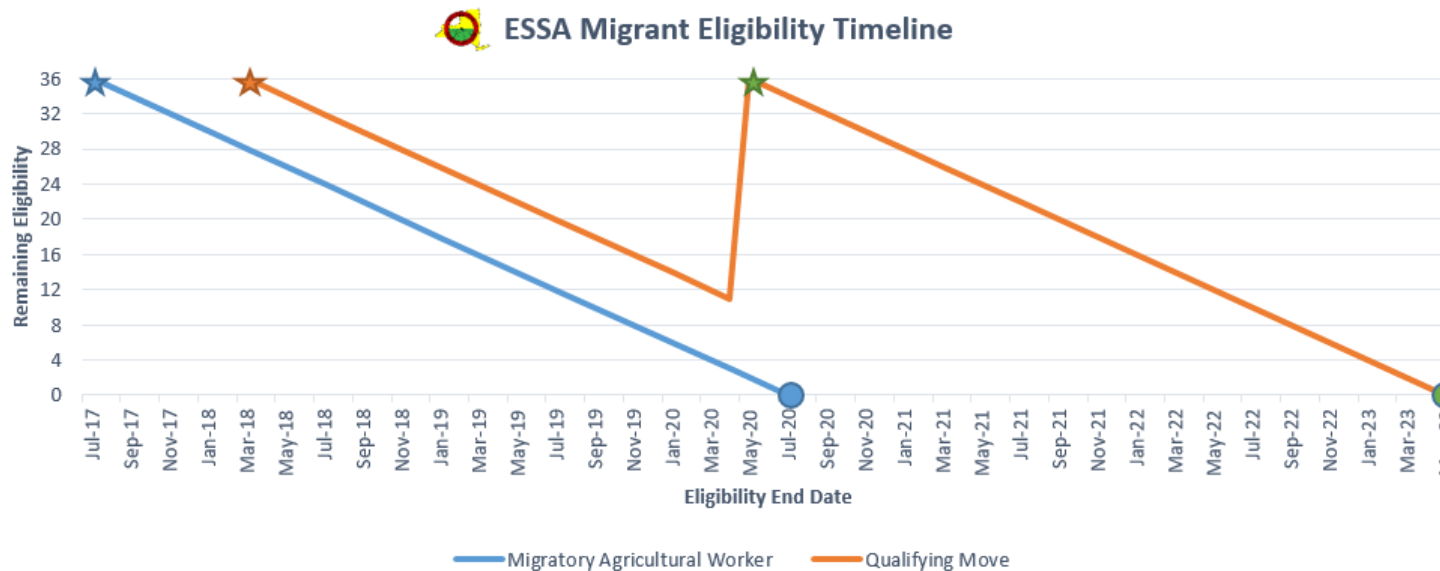
Our program has created several educational resources specifically for farm owners to assist with maintaining a safe and healthy work environment, and to help you learn some basic farm-related Spanish. You can find these resources at the following link: <https://padlet.com/nysmigrated/farmer>

Thank you for your time and consideration.

Sincerely,

*Recruiter Name*

*Contact Information*



The following scenario demonstrates what will happen when a family makes multiple Qualifying Moves with a Migratory Agricultural Worker:

**Migratory Agricultural Worker Move:** On July 1, 2017, Carlos moves from Albany, NY to Syracuse, NY on his own and engages in work soon after the move planting trees at a nursery. On this date, Carlos becomes a Migratory Agricultural Worker, and will be considered a Migratory Agricultural Worker for 36 months (until July 1, 2020).

- ★ July 1, 2017 - Carlos becomes a Migratory Agricultural Worker.
- July 1, 2020- Carlos’s Migratory Agricultural Worker eligibility expires.

**Qualifying Move:** A few months later, Carlos returns to his family in Albany, NY. On March 15, 2018, Carlos, his wife, and 2 young children move from Albany, NY to Plattsburgh, NY, where Carlos finds a job working in a restaurant. The family has made a Qualifying Move (a move due to economic necessity from one school district to another) with a Migratory Agricultural Worker. The children qualify for MEP services, and will have eligibility for 36 months from the date of the move (until March 15, 2021).

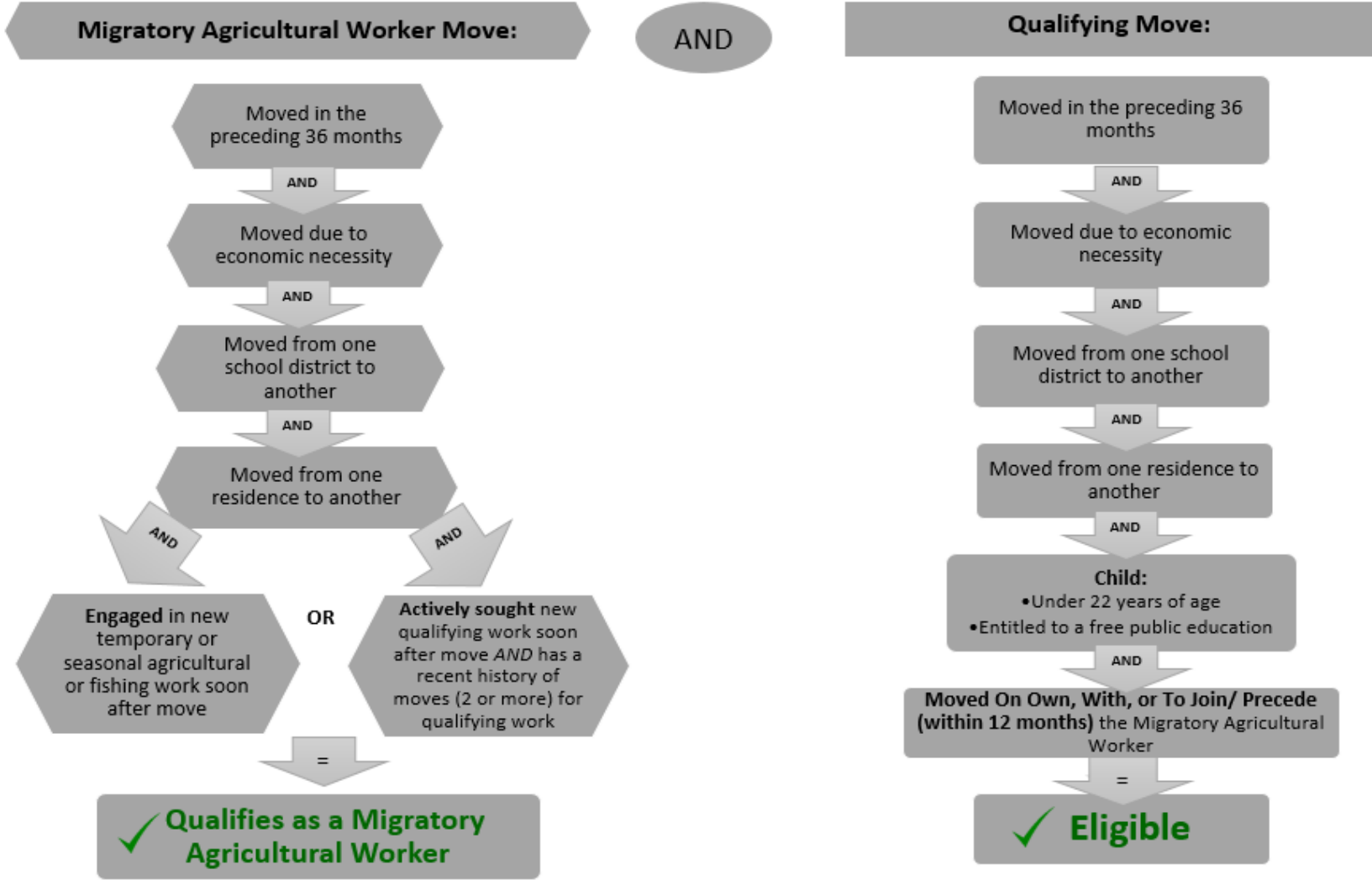
- ★ March 15, 2018- The two children qualify for the MEP. This date is the Qualifying Arrival Date, or QAD (the date the worker and child(ren) both complete the qualifying move).

**Qualifying Move:** Carlos and his family live in Plattsburgh for over a year, until he loses his job when the restaurant he works at closes. The family moves from Plattsburgh, NY to Watertown, NY on May 2, 2020, where Carlos and his wife are both able to find work at the local hospital. The family has made another Qualifying Move (a move due to economic necessity from one school district to another) with a Migratory Agricultural Worker. The children re-qualify for MEP services, and will have eligibility for 36 months from the date of the move (until May 2, 2023).

- ★ May 2, 2020- The two children re-qualify for the MEP. This date is a new QAD. The children will receive another 36 months of eligibility from this date.
- May 2, 2023- The children’s eligibility for the MEP expires.



# ESSA Eligibility Flow Chart



**\*Note:**  
The Qualifying Move resulting in a QAD must occur within 36 months of the Migratory Agricultural Worker move. However these moves will often occur at the same time.





1

- Identify the **Migratory Agricultural Worker**
- An individual who made a qualifying move in the preceding 36 months and, soon after doing so (within 60 days), *engaged* in new temporary or seasonal employment, or
- An individual who *actively sought* such new employment and has a *recent history of moves* for temporary or seasonal agricultural employment.

2

- Identify the **Qualifying Move**
- A move made in the preceding 36 months for reasons of economic necessity, across school district boundaries, involving a change in residence.

3

- Identify the **Child(ren)**
- An individual who is younger than 22 years of age and is eligible for a free public education.

4

- Identify that the Child made the Qualifying Move: **On their own as, with, or to join/to precede (within 12 months)** the Migratory Agricultural Worker

*NYS Migrant Education Program/The Research Foundation*

**NEW YORK STATE HARVEST CALENDAR**

<b>CROPS</b>	<b>SEASON START</b>	<b>MOST ACTIVE</b>	<b>SEASON END</b>
<b>VEGETABLES</b>			
Asparagus	May	May	June
Beans, Dry	June	August	October
Beets	June	July	November
Broccoli	May	August	November
Brussels Sprouts	September	September	November
Cabbage	June	September	December
Carrots	June	July	November
Cauliflower	July	October	December
Celery	July	August	November
Collards	May	September	November
Corn	July	August	September
Cucumbers	July	August	September
Eggplant	July	August	October
Garlic	June	July	July
Herbs	July	August	October
Kale	September	September	October
Leeks	August	September	October
Lettuce	June	July	September
Lima Beans	August	August	October
Mustard Greens	June	July	October
Okra	July	August	October
Onions	May	June	September
Parsnips	April	May	May
Peas	June	June	August
Peppers	July	August	October
Potatoes	June	July	October
Pumpkins	September	October	October
Radishes	May	August	September

*NYS Migrant Education Program/The Research Foundation*

<b>CROPS</b>	<b>SEASON START</b>	<b>MOST ACTIVE</b>	<b>SEASON END</b>
Rhubarb	May	July	August
Snap Beans	June	July	August
Spinach	May	June	June
Squash, Summer	June	August	September
Squash, Winter	August	September	November
Soy Bean	July	July	August
Swiss Chard	June	July	October
Sweet Corn	July	September	October
Tomatoes	July	August	October
Turnips	July	August	October
Zucchini	June	July	September
<b>FRUITS</b>			
Apples	July	September	October
Blackberries	July	July	August
Blueberries	July	August	September
Cherries, Sweet	May	June	July
Cherries, Sour	June	July	July
Grapes	August	September	September
Melons	August	August	September
Peaches, Nectarines	June	July	September
Pears	August	August	September
Plums	July	August	September
Prunes	August	September	September
Raspberries	June	July	September
Strawberries	June	June	July
Watermelon	September	September	October
<b>OTHER</b>			
Flowers	July	July - September	October
Herbs	July	August	October