



# **NEW YORK STATE ID&R- RECRUITER TOOLKIT 2018**

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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 heads of households or other responsible persons, and 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 deliver relevant mini-lessons when appropriate.
- ▶ To contact the ID&R office weekly. To complete and submit all required reporting paperwork and documentation in a timely and legible manner.
- ▶ To attend all required local and state Identification & Recruitment trainings.
- ▶ To work in conjunction with local Project Director(s) of the assigned Migrant Education Tutorial and Support Services Programs (METS), and to establish procedures of communication concerning identification and recruitment information.
- ▶ To network and develop partnerships with schools, agencies, and local community resources to identify and/or develop services that meet student needs as related to the duties of the MEP recruitment component.
- ▶ To contact and keep a log of potential employers of migrant laborers (agribusiness owners, growers, farmers, nurserymen, contractors, personnel managers of food processing plants, etc.) in order to gain leads regarding locations of migrant children.
- ▶ To adhere to ethical procedures regarding the handling of students' confidential information.
- ▶ To review relevant research as it pertains to the migrant lifestyle, agricultural employment trends and other relevant information in order to enhance service delivery.
- ▶ To perform other duties as assigned by the ID&R Director.



# ABBREVIATIONS

BAM	Born After the Move
BOCES	Board of Cooperative Educational Services
CAMP	College Assistance Migrant Program
COE	Certificate of Eligibility
COS	Continuation of Services
CNA	Comprehensive Needs Assessment
CSPR	Consolidated State Performance Report
DES	Data Entry Specialist
DOB	Date of Birth
DOE	Department of Education
ED	U.S. Department of Education (Education Department)
ELL	English Language Learner
ESL	English as a Second Language
EOE	End of Eligibility
ESEA	Elementary and Secondary Education Act
ESSA	Every Student Succeeds Act
FERPA	Family Educational Rights and Privacy Act
GED	General Educational Development
HEP	High School Equivalency Program
HEC	Higher Education Commission
HSE	High School Equivalency
ID&R	Identification and Recruitment
IEP	Individualized Education Plan
LEA	Local Educational Agency
LOA	Local Operating Agency
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
NASS	National Agricultural Statistics Service
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
TASC	Test Assessing Secondary Completion



# 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, after doing so, *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.

## 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.
- 📍 *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, 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”.*

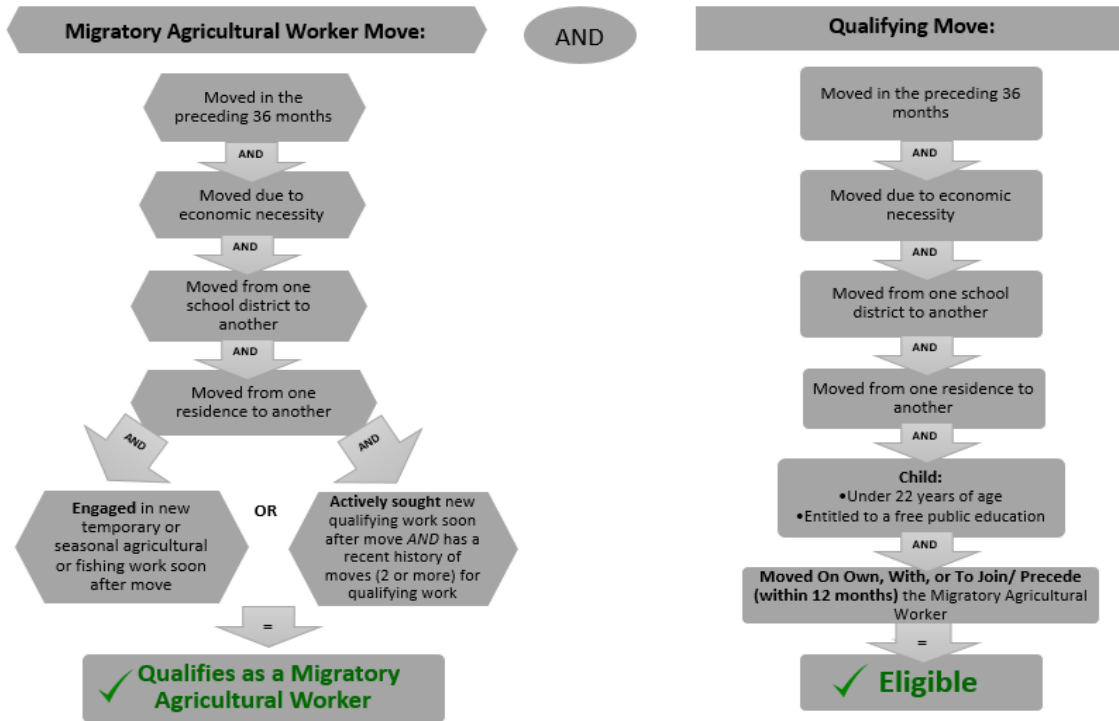
- ▶ **Seasonal employment:** Occurs only during a certain part of the year because of the cycles of nature.
- ▶ **Or Temporary Employment:** Employment that lasts for a limited period of time, usually a few months, but no longer than 12 months. It is determined based on... Employer Statement or Worker’s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

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





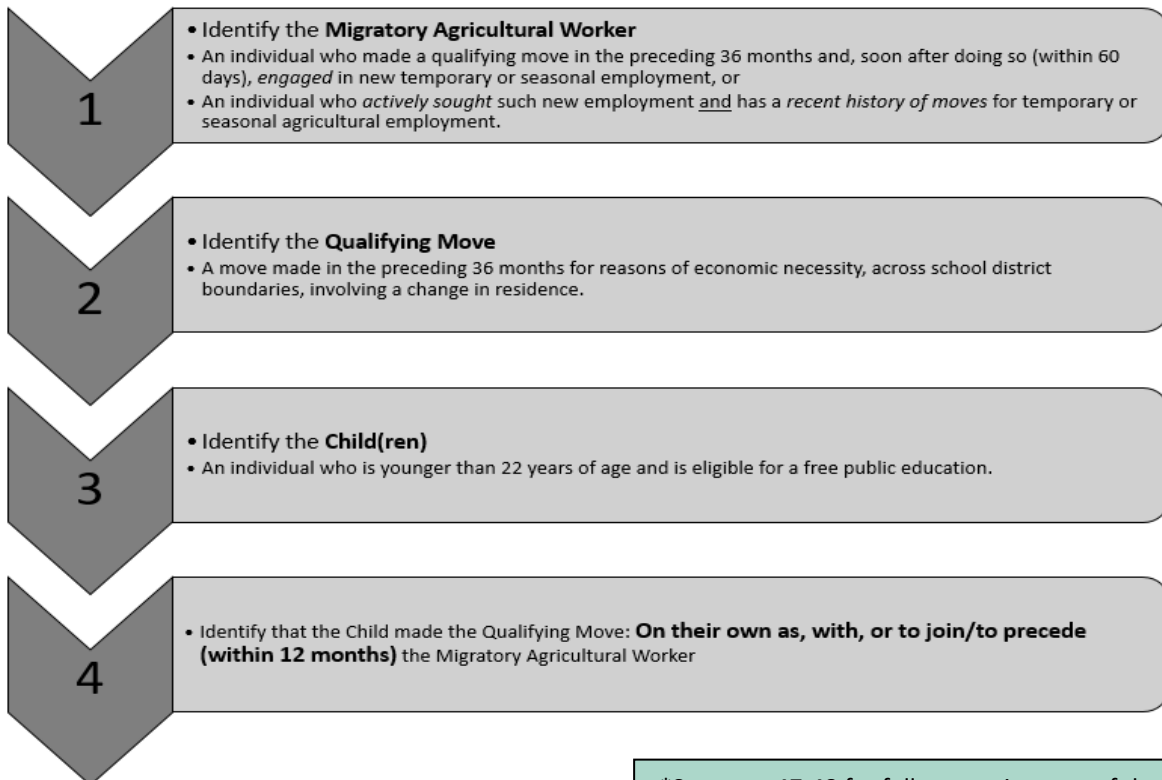
## ESSA Eligibility Flow Chart



**\*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



\*See page 47-48 for full page print-outs 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 parent or student to open the door. Here are some suggestions to help you gain the student's or family's trust:*

- ▶ Be agreeable and professional.
- ▶ Have educational materials, brochures, backpacks, and other items visible and available.
- ▶ Use key words like school services, free program, ESL classes, and confidential.
- ▶ Wear something displaying the MEP symbol, or carry hats or backpacks.
- ▶ 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. For example a tutor, recruiter, relative, another student, a pastor, etc.
- ▶ If the student doesn't open the door the first time, leave a business card and pamphlet with program information.
- ▶ Speak with another person in the household or camp and explain the purpose of your visit.
- ▶ Have other materials handy like school supplies, children's' books, ESL lessons, etc.
- ▶ Address any current student needs.
- ▶ Ask questions about the families' lives, for example how the children are doing in school.
- ▶ Say something positive about their home state or country or use humor as an ice breaker.

***Memorize the information you need to fill out the COE or ECOE!  
If you do, the interview will flow more smoothly.***

## ◆ ***Census and Child Data- Information needed:***

- ▶ Male Parent/Guardian Name and Female Parent/Guardian Name
- ▶ Current Address
- ▶ Phone Number
- ▶ 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?)
- ▶ Birth City and State
- ▶ Last Grade Attended (For OSY and DO students)
- ▶ Student Grade
- ▶ Current School District
- ▶ Language
- ▶ Race
- ▶ Interviewee name & relationship to the child
- ▶ Worker name & relationship to the child





# ESSA Interview Questions

## 1. Migratory Agricultural Worker

- a. **Moved in the preceding 36 months, and**
  - 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, and**
  - Why did you decide to make the move?
- c. **From one school district to another, and**
  - 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, and**
  - Did you move to a different home?
- e. **Engaged in qualifying work soon after the move, OR**
  - 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. **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. Qualifying Move

- a. **Moved in the preceding 36 months, and**
  - When did you arrive to this area?
  - Which family members made the move?
  - Did you move together?
  - Were there separate moves?
  - Have you and your family have moved any other time in the past 36 months?
- b. **For reasons of economic necessity, and**
  - Why did you make the move?
- c. **From one school district to another, and**
  - 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 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 here together?
- 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 or moves across school district boundaries.***



## 1. Trabajador Agrícola Migratorio

- a. **Se mudó durante los últimos 36 meses, y**
  - ¿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, y**
  - ¿Por qué te mudaste?
- c. **De un distrito escolar a otro, y**
  - ¿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, y**
  - ¿Te mudaste a una casa diferente?
- e. **Realizó nuevo trabajo elegible poco después de la mudanza, O**
  - ¿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. **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

- a. **Se mudó durante los últimos 36 meses, y**
  - ¿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, y**
  - ¿Por qué te mudaste?



**c. De un distrito escolar a otro, y**

- ¿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 que 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**

- ¿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 our recruiters use tablets to fill out Electronic COEs. 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. Census Data:

- ▶ List the names of the child's current parents or guardians.
- ▶ If the student is an OSY leave the parent section blank.
- ▶ Fill in current address and other contact information.
- ▶ Complete each field, as applicable.
- ▶ If a response is not required or does not apply, leave blank.

*See attached example of the completed COE on page 17-18.*

The screenshot shows the 'COE Data' section with fields for COE Number (1002-1001612), Program (MOHAWK REGIONAL METS), County (Montgomery), School District (FONDA-FULTONVILLE CSD), and Residency Date (9/30/2017). Below this is an 'Incomplete' section with checkboxes for 'Show Incomplete Only' and 'Show Approved Only', and a 'Submit' button. The 'Census' section includes a checkbox for 'This family may qualify for McKinney-Vento Act services.' and fields for Current Male Parent/Guardian (Last: LUNA, First: CARLOS, MI: ) and Current Female Parent/Guardian (Last: GARCIA, First: JUANA, MI: ). There is also a 'Search' button. The 'Current Address' section has fields for Address (123 MAIN STREET), City (FONDA), State (NY), Zip (12068), and Phone (518-555-1234). The 'Name of next of kin' section has fields for Name (LUIS GARCIA), Next of kin phone (518-555-6789), and Directions/Notes (Entrance in rear of building).

***A Residency Move is when an eligible child moves across school district lines, but didn't complete a Qualifying Move with a Migratory Agricultural Worker. In this case the recruiter will update the Census 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).
- ▶ 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. If written evidence is not available, the recruiter may rely on a parent or emancipated youth'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).

- ▶ If the student is an OSY write code OS, DO, or D+ in the grade section. Also record the last grade attended.

### III. Qualifying Move and Work Data:

#### Section 1

- ▶ Document the Qualifying Move across school district boundaries.

#### Section 2

- ▶ The Child/Migratory Agricultural Worker move information. Mark if the child moved as the worker, with, 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.

#### Section 3

- ▶ 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 <b>with</b> the worker.	... the date the child and Migratory Agricultural Worker complete the Qualifying Move to a new school district <b>together</b> .
...moved <b>to precede</b> the worker.	... the date the <b>Migratory Agricultural Worker joins</b> the child in the new school district (within 12 months of child’s Qualifying Move).
...moved <b>to join</b> the worker.	... the date the <b>child makes a Qualifying Move to join</b> the Migratory Agricultural Worker in the new school district.



## Section 4

- ▶ Describe the 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 he moved to/from.
- ▶ If the worker engaged in qualifying work soon after the move (within 60 days) mark 4a. If the worker did not engage in qualifying work soon after the move, mark 4b 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 4b, or if you mark 4a and the worker engaged in qualifying work more than 60 days after the move, provide a comment in the “Eligibility Comments” data section.

## Section 5

- ▶ 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 6

If you selected temporary employment in the Section 5a:

- ▶ Mark if you determined the work was temporary based on:
  - 6a- Worker’s statement or a statement by a member of the worker’s family.
  - 6b- 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.
- ▶ Document the name and address of the farm or work site- this information is required for temporary work, but preferred for seasonal work as well.

**Qualifying Moves & Work**  
Items 1 - 6 General Comments

1. The child(ren) listed on this form moved due to economic necessity from a residence in  
From School District EL PASO INDEPENDENT SD City EL PASO State TX Country USA  
To School District FONDA-FULTONVILLE CSD City FONDA State NY  
to a residence in

2. The child(ren) moved (complete both a. and b.):  
a. With the worker  
b. The worker, LUNA, CARLOS is the Parent/Guardian  
i. (Complete if “to join or precede” is checked in 2a.) The child(ren) moved on The worker moved on

3. The Qualifying Arrival Date (QAD) was 9/30/2017

4. The worker moved due to economic necessity on 9/30/2017 from a residence in  
From School District EL PASO INDEPENDENT SD City EL PASO State TX Country USA  
To School District FONDA-FULTONVILLE CSD City FONDA State NY  
and A - Engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the

5. The Qualifying work \* PICK APPLES as (make a selection in both a. and b.): a. Temporary/Seasonal Seasonal b. Fishing/Agriculture Agriculture  
\* If applicable, check 5c.  Personal Subsistence

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

Employer Name SMITH FRUIT FARM Address 45 MAPLE ROAD City FONDA State NY Zip 12068 County MONTGOMERY Update Employer



#### IV. Eligibility Comments Section

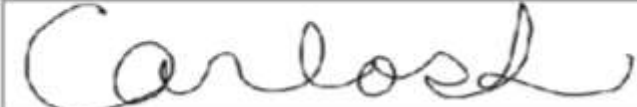
- ▶ This section allows the recruiter to include additional details that clarify reasons for eligibility.
- ▶ Fill out this section where indicated previously in the COE instructions (see page 18 for example).

#### V. Interviewee Signature Section

- ▶ Read the Health and FERPA Statements to the interviewee, or allow the interviewee to read the statements in his/her own language.
- ▶ The interviewee should sign and date the COE on the day the interview is conducted. Record the interviewee's relationship to the child.
- ▶ If the interviewee cannot sign his/her name, he/she must mark an "x" in the signature section.
- ▶ If the parent refuses to sign, recruiter must document this in the comments section.
- ▶ Sign the COE immediately after the form is completed.

**Parent / Guardian / Spouse / Worker Signature** Language: English

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.



Sign Date  
11/2/2017

Signed By Name  
LUNA, CARLOS

Relationship to child  
FATHER

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.

### ***Additional Information & Forms***

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#### ***Reviewing the COE:***

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- ▶ Make sure to complete all 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. If filling out a paper COE, the recruiter must write a dash (-) or "N/A" in the appropriate blank. All other information must be provided.
- ▶ If the recruiter completes a COE for a family, they 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 or 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, 4a, 4b, 5, 6a and 6b of the Qualifying Move & Work Section, if applicable.

## Paper COE Copies

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- ▶ If completing a paper COE, the pages should be submitted as follows:
  - White and Green Page: ID&R Office
  - Yellow Page: METS Program
  - Blue Page: Recruiter Copy
  - Pink Page: Student Copy- English
  - Gold Page: Student copy- Spanish

*Mail To: NYS Migrant Education Identification & Recruitment Office  
Attention: Will Messier  
100 Saratoga Village Blvd. Suite 41  
Ballston Spa, New York 12020*

## Datelines

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- ▶ The COE should be submitted within 48 hours of the interview.
- ▶ Any referrals received from the METS or ID&R offices should be followed up on within 48 hours. Update the referral source on the results of the interview, even if the family or student does not qualify for MEP services.
- ▶ Contact the ID&R office immediately if you have any questions concerning the eligibility of a child.
- ▶ School year goes from September through June. Summer year goes from June through August. These dates are based on the school calendar. Check with the ID&R Office for accurate dates.

## 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 19. You can request this form from the ID&R office.



No. 1002-1001612

NEW YORK STATE NATIONAL CERTIFICATE OF ELIGIBILITY

Program: MOHAWK REGIONAL

School District: FONDA-FULTONVILLE

County: Montgomery

Residency Date: 9/30/2017

I. FAMILY DATA		This family may qualify for McKinney Vento Act Services											
Current Parent/Guardian 1: (Last name, First name) <u>LUNA, CARLOS</u>		Current Parent/Guardian 2: (Last name, First name) <u>GARCIA, JUANA</u>		Current Address: <u>123 MAIN STREET</u>									
Legal Parent/Guardian 1: (Last name, First name) <u>LUNA, CARLOS</u>		Legal Parent/Guardian 2: (Last name, First name) <u>GARCIA, JUANA</u>		City: <u>FONDA</u>			State: <u>NY</u>		Zip: <u>12068</u>		Telephone: <u>518-555-1234</u>		
Directions/Comments: <u>Entrance in rear of building</u>												Next of Kin Telephone: <u>LUIS GARCIA</u>	
II. CHILD DATA – Email Address(es)													
Student ID	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Grade	Last School Attended Birth/Place City, State, Country Att in School? (Y or OSY)	Lang	Ethnicity
<u>NY1002-71063</u>	<u>LUNA</u>	<u>GARCIA</u>		<u>ARACELI</u>	<u>ELIZABETH</u>	<u>F</u>	<u>1/1/2009</u>	<u>N</u>	<u>1007</u>	<u>03</u>	<u>EL PASO TX USA</u>	<u>2</u>	<u>4</u>
III. QUALIFYING MOVES & WORK													
1. The child(ren) listed above moved due to economic necessity from a residence in <u>EL PASO INDEPENDEN</u> / <u>EL PASO TX USA</u> to a residence in <u>FONDA-FULTONVILLE /FONDA NY</u>													
2. The child(ren) moved (complete both a. and b.): a. <input type="checkbox"/> as the worker, OR <input checked="" type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker. b. The worker, <u>LUNA, CARLOS</u> , is <input type="checkbox"/> the child or the child's <input checked="" type="checkbox"/> parent/guardian <input type="checkbox"/> spouse. i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ . The Worker mov. <u>09/30/17</u> , (provide comment)													
3. The Qualifying Arrival Date was <u>09/30/17</u>													
4. The worker moved due to economic necessity on <u>09/30/17</u> from a residence in <u>EL PASO INDEPENDEN</u> / <u>EL PASO TX USA</u> to a residence in <u>FONDA-FULTONVILLE /FONDA NY</u> , and: a. <input checked="" type="checkbox"/> engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move); OR b. <input type="checkbox"/> actively sought new qualifying work, AND has a recent history of moves for qualifying work (provide comment)													
5. The qualifying work, * <u>PICK APPLES</u> was (make a selection in both a. and b.): a. <input checked="" type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment b. <input checked="" type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work *If applicable, check: <input type="checkbox"/> Personal subsistence (provide comment)													
6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on: a. <input type="checkbox"/> worker's statement (provide comment), OR b. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for <u>SMITH FRUIT FARM</u>													
IV. COMMENTS (Must include 2b, 4a, 4b, 5, 5a, and 5c of the Qualifying Moves & Work Section, if applicable; (See attached if applicable))  <u>Yes</u> <u>English</u>													
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. <u>Carlos</u> Signature Relationship to the Child(ren) <u>FATHER</u> Date <u>11/2/2017</u> 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. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 cards/transcripts and standardized test results, to/from other school districts, interstate and intrastate 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 (CAMRP), the High School Equivalency Program (HSEP), Finger Lakes Migrant Health Project, Oak Orchard Health Clinic, and child nutrition/head start programs. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No													
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. 5209(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. <u>Recruiter</u> Signature of Interviewer Date <u>11/2/2017</u> Signature of Designated SEA Reviewer Date <u>1/1/0001</u>													

## COE Eligibility Documentation Comment Section

2bi, 4a, 4b 5, 6a/b

### IV. Comments Section (Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Move 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, 4a, 4b, 5, and 6a 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: Father moved from Waco, Texas to Elba, NY on 6/15/17 to begin work and secure housing. Child came to join him on 9/01/17 once housing was secured.

4a. 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

Example: Mother is a refugee and needed to wait 90 days after arriving in Rochester, NY to receive her working papers. She engaged in qualifying work a few days after receiving her working papers.

4b. The worker moved due to economic necessity, actively sought new qualifying work, AND has recent history of moves for qualifying work. Provide comment below:

Example: Juan Carlos moved from Plant City, Florida to Albion, NY on 09/15/17 in order to pick apples, but found out that work was not available due to weather affecting the crop. Juan Carlos has moved from Florida to Albion every September for the last 4 years to engage in work picking apples for Smith Farm.

5 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 completing this section

6a/b The employment is temporary based on the worker's statement or the employer's statement.

Length of employment

0 - 3 months

Worker's Statement  Employer's Statement

Signature

Sign



Signed By Name

LUNA, CARLOS

# 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>KENNY 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

# REFERRAL RESPONSE FORM



Recruiter: Jerry Roman County: Orleans School District: Albion

Parent/Guardian's Name: Luis Del Pueblo

Address: 5555 Redman Rd.  
Albion, NY 14411

Child/Children's Name(s): Juan Del Pueblo Age: 8 \_\_\_\_\_ Age: \_\_\_\_\_  
Juanita Del Pueblo Age: 12 \_\_\_\_\_ Age: \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ \_\_\_\_\_ Age: \_\_\_\_\_

Referral Response: I interviewed the family and completed a COE Form on 1/20/15. COE number is 1001-123456  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referred By: <u>Nancy Robilotto</u>	Date: <u>01/15/15</u>
Recruiter Signature: <u>Jerry Roman</u>	Date: <u>01/20/15</u>

**NEW YORK STATE MIGRANT IDENTIFICATION/RECRUITMENT OFFICE**  
White (ID&R Office) / Yellow (METS) / Pink (Recruiter)

# DEPARTURE INFORMATION

*Every time an eligible student leaves a school district, the recruiter needs to submit a departure form to the METS. After the Data Specialist enters the data, the original form is mailed to the ID&R Office*

## ◆ *Home Visits- Check for Departures/New Arrivals*

- ▶ Verify if the student is still living at the residence.
- ▶ Ask if someone new has moved to the house/camp.
- ▶ If the student is still at the residence, ask if he/she has moved to another residence and returned since the enrollment date.
  - **Example:** An OSY student moved from Sodus, NY to Ontario, NY on 8/8/2017 to pick apples. The student came back to Sodus, NY on 10/30/17. After a complete interview the student could receive an updated QAD.

## ◆ *If the student is NOT 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 do these family members reside?
- ▶ Did the student move to a new farm? Where? How far away is the farm?
- ▶ Does the student still live in NY State? About how many hours away?
- ▶ Did he/she move to another state?

(To obtain more specific information you could check with METS Tutors, School Districts, ABCD Centers, Employers, MSIX, etc.)

*The departure form can be printed out from MIS2000- it is the last page of the COE when printing the complete form. It can also be found on the reverse of the paper COE.*

## ◆ *Completing the 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, and Zip Code.
- ▶ After completing the form, date and sign it and mail the original to the METS. Keep a copy for your records.

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

- ▶ Call or text the receiving recruiter.
- ▶ For email communication use the student MSIX number or MIS2000 ID number instead of student name.
- ▶ 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.
- ▶ Contact the ID&R Office to provide the referral information.

DEFINITION OF MIGRATORY CHILD

COE # 1001-1001829	Name of FIRST Child on COE DEL PUEBLO-DEL PUEBLO, JUAN LUIS	School District BROCKPORT CS
-----------------------	--	---------------------------------

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 .

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

MOVEMENT DATE: 11/15/16

DESTINATION: Street Address 1234 Main St.

School District Rochester SD

City Rochester State/Country NY Zip Code 14619

**New COE #: 123456**  
Verified by  
**Rafael Bruno 11/15/16**

Recruiter  Sign Date: 11/15/2016  
Order Number Name: RECRUITER: 030471

# 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 great 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 are able to 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](http://msix.ed.gov)

For username and password, please contact  
**Will Messier at 518-289-5618**

[wmessier@nycap.rr.com](mailto:wmessier@nycap.rr.com)

## STEP 1



**\*The temporary password is a one time use only! After logging to the system, change your password.**  
(New Password will required uppercase and lowercase letter, numbers and characters).



Sign In

Please enter your username and password to login. Both fields are required and must be positive.

User Name

Password

**Press Login** →

**Enter user name assigned** → User Name field

**Enter Temporary Password** → Password field

[Forgot Password](#) | [Contact Us](#) | [How Do I Get an Account?](#) | [Trainers' Corner](#)

MSIX Help Desk: 1-866-878-9525 9:30AM - 6:30PM EST Monday through Friday

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

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



## STEP 2

U.S. Department of Education  
Promoting educational excellence for all Americans

My Account | Training | Contact Us | Help | Logout

Home  
Student Search  
Reports  
Records Exchange Initiative  
External Links:  
Course Catalog  
Standardized Tests  
REACTS  
RESULTS  
NCES  
State MEP Directors

MSIX  
Migrant Student Information Exchange

Select Student Search to look for student information

Home Sanchez, Welcome to MSIX

The MSIX site and all its components are designed to facilitate the exchange of migrant student records for the purposes of school enrollment, placement, and accrual of credit in school.

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## STEP 3-Student Basic Search

U.S. Department of Education  
Promoting educational excellence for all Americans

My Account | Training | Contact Us | Help | Logout

Home  
Student Search  
Reports  
Records Exchange Initiative  
External Links:  
Course Catalog  
Standardized Tests  
REACTS  
RESULTS  
NCES  
State MEP Directors

MSIX  
Migrant Student Information Exchange

### Basic Student Search

Please enter your search criteria below. Ensure that your search contains at least one of the following elements:

1. Student MSIX ID.
2. State Student ID.
3. Student First, Middle, or Last

Partial searches are allowed by entering a few letters or the entire student name. Selecting the "Partial" search option. Use "Exact" to search for an exact match on the information that you entered in a given field.

Please click [Advanced Search](#) for a more in-depth search capability.

**You can choose to enter a few letters or the entire student name.**

**Entering any of the other search criteria is optional.**

Last Name: castillo  
First Name: U  
Middle Name:  
Student Sex: Select Sex  
Student DOB: / / (MM/DD/YYYY) 10  
MSIX ID:  
Student State ID:  
State: Select a State

Exact  Partial  
 Exact  Partial  
 Exact  Partial  
 Exact  Partial  
 Exact  Partial

**Press Search** Search Clear

## STEP 4-Student Advance Search

**Advanced Student Search**  
Please enter your search criteria below. Ensure that your search contains at least one of the following elements:

1. Student MSIX ID.
2. State Student ID.
3. Student First, Middle, or Last Name.

Partial searches are allowed by entering at least one character and selecting the "Partial" search option. Use "Exact" to search for an exact match on the information that you entered in a given field.

Click here to return to a [Basic Search](#).

Search [Clear]

Last Name 1:

Last Name 2:

First Name:

Middle Name:

Suffix:

Student Sex:

Student DOB:  (MM/DD/YYYY)

Birth Country:

Birth State:

Multiple Birth Flag:

Male Parent Last Name:

Male Parent First Name:

Female Parent Last Name:

Exact  Partial

Exact  Partial

Exact  Partial

Exact  Partial

Exact  Partial

Exact  Partial

Exact  Partial

Exact  Partial

## STEP 5-Search Results

**Search Results for Student:** [Refine Search](#)

2 students found, displaying all students.

MSIX ID	Student State ID	State	Student Name	Date of Birth	Sex	Multiple Birth	Flag for Merge
<a href="#">697323866155</a>	06002730095	CA	[REDACTED]	[REDACTED]	Female	No	
<a href="#">43151184857</a>	NY2-63050	NY	[REDACTED]	[REDACTED]	Male		

Click here to select the student and view files.

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## STEP 6- Student Record View

### Demographics

Choose which information you would like to see:  
Demographics,  
Enrollments, Assessments  
or Course History.

For more information/training about MSIX select Training

Select if you would like to print the document

**Consolidated Student Record View**  
Search results for MSIX ID: [REDACTED]  
Student Name: [REDACTED] State ID: NY1-51860 State: NY

Demographics | Enrollments | Assessments | Course History

**Student Information**

Name:	[REDACTED]	Sex:	Male
Birth Date:	[REDACTED]	Multiple Births:	
Birth Location:	[REDACTED], Mexico	Birth Date Verification:	
Male Parent:	[REDACTED]		
Female Parent:	[REDACTED]		
Expiration Date:	06/26/2012	Continuing Service Reason:	

**Most Recent Qualifying Arrival Information**

Qualifying Arrival Date:	06/26/2011	Qualifying Move To Location:	YORK CSD, NY
Qualifying Move From Location:	ELBA, New York, United States	Continuing Service Reason:	
Expiration Date:	06/26/2012		

Send an MSIX user an email notification indicating that a student has arrived in your area or has moved to their area: [Send Notification](#)

### Enrollments

Last School/  
Program  
Attended by  
Student

Enrollment  
date

Withdrawal/  
Departure Date

Press  
Logout  
to leave  
MSIX

**Consolidated Student Record View**  
Search Results for MSIX ID: 234 [REDACTED]  
Student Name: [REDACTED] State ID: [REDACTED] State: [REDACTED]

Demographics | Enrollments | Assessments | Course History

School/Project Name	State	Enrollment	Grade	Withdrawal	Immunization	LEP	PFS
Genesee Valley MEOP	NY	09/01/2011	Out-of-School	05/01/2012		No	No
Genesee Valley MEOP	NY	08/18/2011	Out-of-School	08/31/2011		No	No
ELBA CSD	NY	11/13/2008	Out-of-School	02/15/2009		Yes	No
ELBA CSD	NY	11/13/2008	Out-of-School	02/15/2009		Yes	No
Brockport MEOP	NY	09/01/2008	Out-of-School	06/25/2009		Yes	No
Brockport MEOP	NY	09/01/2008	Out-of-School	06/25/2009		Yes	No
Brockport MEOP	NY	06/27/2008	Out-of-School	08/31/2008		Yes	No
Brockport MEOP	NY	06/27/2008	Out-of-School	08/31/2008		Yes	No
Brockport MEOP	NY	09/01/2007	Out-of-School	06/26/2008		Yes	No
Brockport MEOP	NY	09/01/2007	Out-of-School	06/26/2008		Yes	No
ALBION CSD	NY	06/23/2007	Out-of-School	08/31/2007		No	No
ALBION CSD	NY	06/23/2007	Out-of-School	08/31/2007		No	No
ALBION CSD	NY	09/01/2006	Out-of-School	06/22/2007		No	No

For questions or more information, please contact the  
ID&R Office (518) 289-5618

# 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 a recruiter, we have the right to visit farmworker labor camps and workers’ homes in order 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 taken by Immigration.
- ▶ 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 a package of handouts and flyers ready for the farmer.
- ▶ Be sure to have your ID visible at all times.
- ▶ 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.
- ▶ Visit the church nearby and speak with the church leader.

### ***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 housing.
- ▶ After the farmer sees you at the farm housing a few times, it is more likely he/she won't interfere again.

## **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.  
518-289-5618***

# THE STILL HERE/ VERIFICATION LIST

*Every year the ID&R Office releases a list of students from the previous fiscal year that haven't completed a migratory circle, or haven't departed.*

The Still Here List contains names of the students that need to be visited to confirm that they still reside in the current school district. The list includes the student name, school district, COE Number, COE address and departure information. The recruiter should re-visit these families/students to check and see if they are still living at in same school district, or if they have moved. This is a great opportunity to “clean up your list,” update your contact information, and check for new families or students.

**Tip!** Start with the students you have recently visited and know are still here.

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

**Check with the METS:** If the student is attending school you could ask the METS Director or tutors if the student is receiving services at the moment.

**Visit the student:** 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, or by METS Coordinator. Then sign in the **Recruiter Signature** section.

When you complete the list by county, mail the list to the ID&R Office or directly to Odilia Coffta.

**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				<i>Jerry Roman</i>	01/15/2016	Home Visit
MA	05		4/3/2013	[REDACTED]	ALBANY		Recruiter Signature:	SH Date:	Verified By:
[REDACTED]	[REDACTED]	ALBANY CITY SD	122790	12/15/2015 to Orlando, FL			<i>Jerry Roman</i>	02/01/2016	METS Tutor: Carmen Lopez
MEH	10	4/3/2013	3/28/2013	[REDACTED]	ALBANY		Recruiter Signature:	SH Date:	Verified By:



# 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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## New York State Migrant Education Program

### Reference Guide for Certificate of Eligibility (COE) Completion

Birth Verification <small>(Record the last two numbers )</small>			Ethnicity	
10 [03]	Baptismal or Church Certificate		1	American Indian or Alaskan Native
10 [04]	Birth Certificate		2	Asian or Pacific Islander
10 [05]	Entry in Family Bible		3	Black or African American
10 [06]	Hospital Certificate		4	Hispanic/Latino
10 [07]	Parent's Affidavit		5	White
10 [08]	Passport		6	Native Hawaiian or Other Pacific Islander
10 [09]	Physician's Certificate		7	Two (2) or more races
			Student Grades	
10 [10]	Previously Verified School Record		P0-P4	Child age 0,1,2,3, or 4 at the time of the COE
10 [11]	Stated Issue ID		P5	Child age 5 at the time of the COE and is NOT in Kindergarden
10 [12]	Driver's License		K	Child attends a Kindergarden Program
10 [13]	Immigration Document		01 to 12	Grade attended this current year or last grade attended by child
23 [82]	Life Insurance Policy		Classification Codes	
99 [99]	Other		OSY	Out-of-School Youth <small>(Youth has never attended school in the USA)</small>
Language Codes			DO	Drop Out Youth <small>(Youth dropped out of school in the current academic year)</small>
1	English	E	D+	Drop Out Youth <small>(Child has being out of School for more than one year)</small>
2	Spanish	S	Y	Student is currently enroll in school
4	Vietnamese	V	N	Student is not currently enroll in school
6	Haitian/Creole	H	COE's Copies	
7	Other	O	White	ID&R Office
8	Mixteco	M	Green	ID&R Office <small>(School Copy)</small>
9	Korean	K	Yellow	METS Office
10	Polish	P	Blue	Recruiter
11	Karen	R	Pink	English-Family Copy/Departure
12	Kayah	Y	Gold	Spanish-Family Copy/Departure
13	Nepalese	N		



## New York State Migrant Education Program

### Reference Guide for Certificate of Eligibility (COE) Completion

USA States				Mexico States				Foreign Countries	
Alabama	AL	Montana	MT	Aguas Calientes	AG	Tabasco	TB	Belize	BLZ
Alaska	AK	Nebraska	NE	Baja California	BC	Tamaulicas	TM	Canada	CAN
Arizona	AZ	Nevada	NV	Baja California Sur	BS	Tiaxcala	TL	Columbia	COL
Arkansas	AR	New Hampshire	NH	Campeche	CM	Veracruz	VE	Costa Rica	CRI
California	CA	New Jersey	NJ	Chiapas	CP	Yucatan	YU	Ecuador	ECU
Colorado	CO	New Mexico	NM	Chihuahua	CH	Zacastecas	ZA	El Salvador	SLV
Connecticut	CT	New York	NY	Coahuila	CU			Guatemala	GTM
Delaware	DE	North Carolina	NC	Colima	CL			Honduras	HND
District of Col	DC	North Dakota	ND	District Federal	DF			Japan	JPN
Florida	FL	Ohio	OH	Durango	DU			Mexico	MEX
Georgia	GA	Oklahoma	OK	Guanajuato	GJ			Nepal	NP
Hawaii	H	Oregon	OR	Guerrero	GR			Peru	PER
Idaho	D	Pennsylvania	PA	Hidalgo	HG			Philippines	PHL
Illinois	L	Puerto Rico	PR	Jalisco	JA			Thailand	TH
Indiana	N	Rhode Island	R	Mexico	MX			Tonga	TON
Iowa	A	South Carolina	SC	Michoacan	MC				
Kansas	KS	South Dakota	SD	Morelos	MR				
Kentucky	KY	Tennessee	TN	Navarit	NA				
Louisiana	LA	Texas	TX	Nuevo Leon	NL				
Maine	ME	Utah	UT	Oaxaca	OA				
Maryland	MD	Vermont	VT	Puebla	PU				
Massachussets	MA	Virginia	VA	Queretaro	QE				
Michigan	M	Washington	WA	Quintana Roo	QR				
Minnesota	MN	West Virginia	WV	San Luis Potost	SL				
Mississippi	MS	Wisconsin	W	Sinaloa	SI				
Missouri	MO	Wyoming	WY	Sonore	SO				



## 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.



### NYS Migrant Education Program Identification & Recruitment

*Programa de Educación para Migrantes,  
Oficina de Identificación y Reclutamiento*

**518-289-5618**

**The National Migrant Hotline  
Toll Free Number**  
*Linea Nacional de Educación Migrante*

**1-800-234-8848**

[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:

Best time to be contacted-  
Mejor tiempo para ser contactado:  
\_\_\_\_\_ (A.M.) \_\_\_\_\_ (P.M.)

To submit this referral please fax to 518-289-5623, or by mail to:

***Migrant Education Identification & Recruitment Program***

100 Saratoga Village Blvd, Suite 41  
Ballston Spa, NY 12020



**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 518-289-5623, 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, empacando, 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 518-289-5623, 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  
अविभावक 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 निःशुल्क छ। यो कार्यक्रमका अन्य सेवाहरू ( ट्यूशन, निःशुल्क भोजन, शैक्षिक क्षेत्र यात्रा, सम्मर कार्यक्रम, अविभावक 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 तपाईंको 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 गीन हाउस, अन्य काम )? काठ सम्बन्धी, बोट बुरुवा उत्पादन 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

अविभावक / 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)**



- Migrant Education Program  
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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**

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



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# NYS MIGRANT EDUCATION PROGRAM

*Identification & Recruitment Office*

## CONTACT RECORD



\_\_\_ *Camp Visit* \_\_\_ *Home Visit*    *County:* \_\_\_\_\_ *School District:* \_\_\_\_\_

**Farm:** \_\_\_\_\_ **Farmer:** \_\_\_\_\_

**Farmer phone number and address:** \_\_\_\_\_

**Home/Camp address:** \_\_\_\_\_

***Students enrolled in program:***

Name	DOB	Phone number

<b>Date:</b>	<b>Purpose of Contact:</b>
<b>Comments:</b>	
<b>Date:</b>	<b>Purpose of Contact:</b>
<b>Comments:</b>	

<b>Date:</b>	<b>Purpose of Contact:</b>
<b>Comments:</b>	
<b>Date:</b>	<b>Purpose of Contact:</b>
<b>Comments:</b>	
<b>Date:</b>	<b>Purpose of Contact:</b>
<b>Comments:</b>	
<b>Date:</b>	<b>Purpose of Contact:</b>
<b>Comments:</b>	

# *Intakes/ Notes from Interviews*

Date: \_\_\_\_\_ County/School District: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ QAD: \_\_\_\_\_

QA: \_\_\_\_\_ Farm: \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

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COE #: \_\_\_\_\_





## NYS Migrant Education

The Migrant Education Program helps the children of farmworkers and young farmworkers themselves 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 in-school and at-home tutoring, English as a Second Language instruction, and summer programs. If you think one of your employees may qualify, give us a call.

Migrant Education Program  
100 Saratoga Village Blvd,  
Suite #41  
Ballston Spa, NY 12020  
Phone: (518) 289-5618

### Recruiter Contact Info:

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# Farm Safety Signs

The New York State Migrant Education Program has developed a variety of safety signs that can be used in and around farms. These signs can help farmers comply with OSHA regulations, and create a safer work environment for all employees and visitors. Anyone receiving this flyer has permission to print and post these signs in hazardous areas on their farm.

## Accessing the Signs

Signs can be viewed, downloaded and printed at [www.nysmigrant.org](http://www.nysmigrant.org). Click on the link to “Farm Safety Signs” under the Book Navigation menu on the right side of the screen. A variety of signs are available, including:

- Pesticide Danger
- Bull Danger
- Employees Must Wash Hands
- Drowning Hazard
- Boot Wash
- Biosecurity Advisory
- Emergency Phone Numbers
- Farm Machinery Danger
- Gas Tank Hazards





## New York State Migrant Education Program *Identification & Recruitment Office*

Dear Farmer,

My name is (Recruiter) and I work for the Migrant Education Program (MEP) as their educational recruiter. The MEP is a program, authorized by Title 1, Part C of the Elementary and Secondary Education Act (ESEA). It was created to help migrant students, to succeed in the 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, health vouchers, emergency needs, and referrals to other services as needed.

As a part of the Identification and Recruitment Program (ID/R), I'm presently conducting a survey of migrant families in (Counties) which comprises the (Program name) Migrant Education Tutorial and Support Services Program (METS).

I would like to set up an appointment to meet with you, and give you more information about the METS program. We would appreciate any help you can give us, in order to reach migrant families. If you have any questions regarding this activity, please do not hesitate to contact me at (phone number) or our office at 518-453-1866.

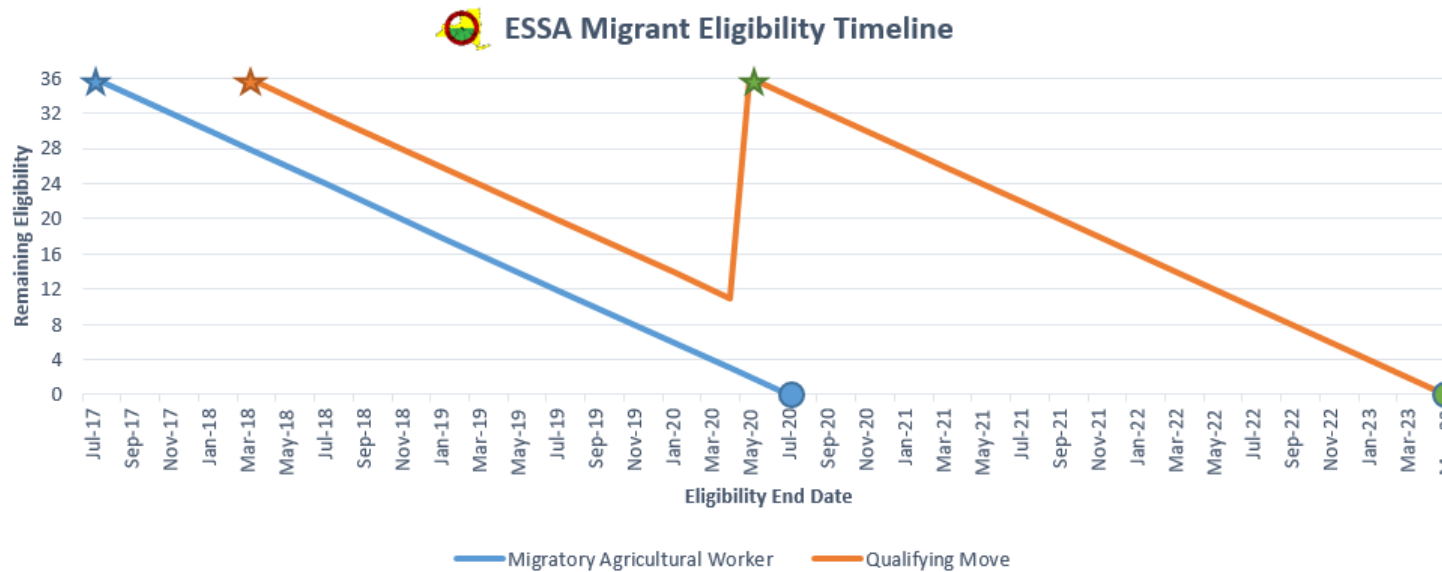
Sincerely,

**(Recruiter)**

NYS Migrant Education Program

(Recruiter's email)

(Recruiter-phone number)



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).

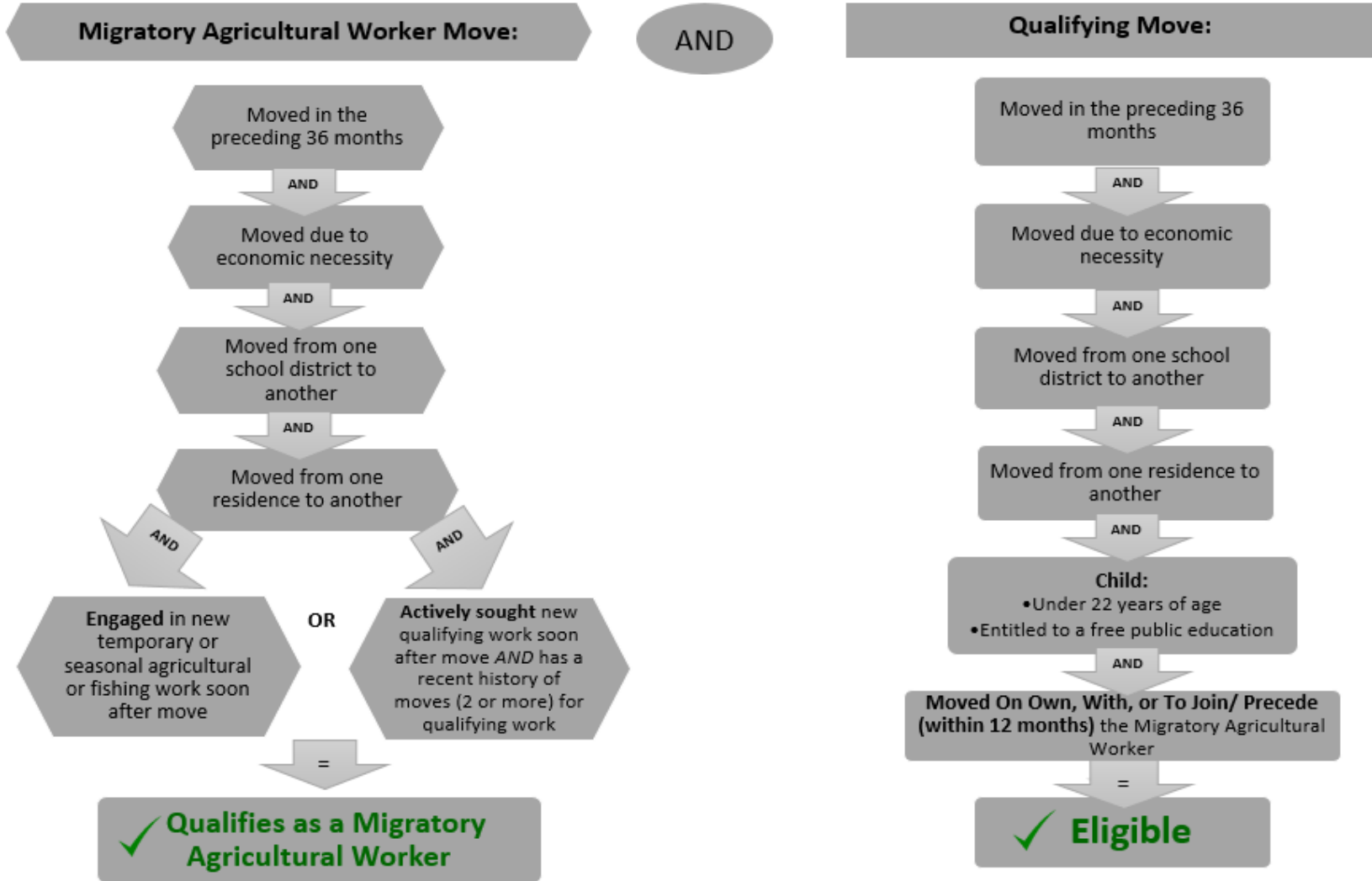
- ★ March 15, 2018- The two children qualify for the MEP. This date is the Qualifying Arrival Date, or QAD (the date the worker and ~~child(ren)~~ both complete the qualifying move).

**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 Identification & Recruitment Office*



*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

*NYS Identification & Recruitment Office*

