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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

- 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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAM</td>
<td>Born After the Move</td>
</tr>
<tr>
<td>BOCES</td>
<td>Board of Cooperative Educational Services</td>
</tr>
<tr>
<td>CAMP</td>
<td>College Assistance Migrant Program</td>
</tr>
<tr>
<td>COE</td>
<td>Certificate of Eligibility</td>
</tr>
<tr>
<td>COS</td>
<td>Continuation of Services</td>
</tr>
<tr>
<td>CNA</td>
<td>Comprehensive Needs Assessment</td>
</tr>
<tr>
<td>CSPR</td>
<td>Consolidated State Performance Report</td>
</tr>
<tr>
<td>DES</td>
<td>Data Entry Specialist</td>
</tr>
<tr>
<td>DOB</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Education</td>
</tr>
<tr>
<td>ECOE</td>
<td>Electronic Certificate of Eligibility</td>
</tr>
<tr>
<td>ED</td>
<td>U.S. Department of Education (Education Department)</td>
</tr>
<tr>
<td>ELL</td>
<td>English Language Learner</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>EOE</td>
<td>End of Eligibility</td>
</tr>
<tr>
<td>ESEA</td>
<td>Elementary and Secondary Education Act</td>
</tr>
<tr>
<td>ESSA</td>
<td>Every Student Succeeds Act</td>
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<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
</tr>
<tr>
<td>GED</td>
<td>General Educational Development</td>
</tr>
<tr>
<td>HEP</td>
<td>High School Equivalency Program</td>
</tr>
<tr>
<td>HEC</td>
<td>Higher Education Commission</td>
</tr>
<tr>
<td>HSE</td>
<td>High School Equivalency</td>
</tr>
<tr>
<td>ID&amp;R</td>
<td>Identification and Recruitment</td>
</tr>
<tr>
<td>IEP</td>
<td>Individualized Education Plan</td>
</tr>
<tr>
<td>LEA</td>
<td>Local Educational Agency</td>
</tr>
<tr>
<td>LOA</td>
<td>Local Operating Agency</td>
</tr>
<tr>
<td>MB</td>
<td>Multiple Birth</td>
</tr>
<tr>
<td>MEP</td>
<td>Migrant Education Program</td>
</tr>
<tr>
<td>METS</td>
<td>Migrant Education Tutorial and Support Services</td>
</tr>
<tr>
<td>MSIX</td>
<td>Migrant Student Information Exchange</td>
</tr>
<tr>
<td>NASDME</td>
<td>National Association of State Directors of Migrant Education</td>
</tr>
<tr>
<td>NASS</td>
<td>National Agricultural Statistics Service</td>
</tr>
<tr>
<td>NRG</td>
<td>Non-Regulatory Guidance</td>
</tr>
<tr>
<td>OME</td>
<td>Office of Migrant Education</td>
</tr>
<tr>
<td>OSY</td>
<td>Out-of-School Youth</td>
</tr>
<tr>
<td>PAC</td>
<td>Parent Advisory Council</td>
</tr>
<tr>
<td>PFS</td>
<td>Priority for Service</td>
</tr>
<tr>
<td>QAD</td>
<td>Qualifying Arrival Date</td>
</tr>
<tr>
<td>SDP</td>
<td>Service Delivery Plan</td>
</tr>
<tr>
<td>SEA</td>
<td>State Educational Agency</td>
</tr>
<tr>
<td>TASC</td>
<td>Test Assessing Secondary Completion</td>
</tr>
</tbody>
</table>
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.

- 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 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

Migratory Agricultural Worker Move:

Moved in the preceding 36 months
AND
Moved due to economic necessity
AND
Moved from one school district to another
AND
Moved from one residence to another
OR
Engaged in new temporary or seasonal agricultural or fishing work soon after move

Qualifies as a Migratory Agricultural Worker

Qualifying Move:

Moved in the preceding 36 months
AND
Moved due to economic necessity
AND
Moved from one school district to another
AND
Moved from one residence to another
AND
Child:
- Under 22 years of age
- Entitled to a free public education
AND
Moved On Own, With, or To Join/Precede (within 12 months) the Migratory Agricultural Worker

Eligible

*Note:
The Qualifying Move resulting in a QAO 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 47-48 for full page print-outs of these charts.
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 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
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?

*COE must be completed every time a child makes a new qualifying move or moves across school district boundaries.*
ESSA- Preguntas para la entrevista

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 qué año naciste?
   • ¿Alguien en la casa/campamento tiene menos que 22 años?

b. Terminación de escuela- Elegible para una educación publica
   • ¿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?
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.

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

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

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

Additional Information & Forms

Reviewing the COE:

▶ 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**

- 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**

- 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**

- 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**

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.
**RECRUITER TOOLKIT | ID&R**

No. 1002-1001612

**FAMILY DATA**

<table>
<thead>
<tr>
<th>Current Parent/Guardian 1: (Last name, First name)</th>
<th>Current Parent/Guardian 2: (Last name, First name)</th>
<th>Current Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUNA, CARLOS</td>
<td>GARCIA, JUANA</td>
<td>123 MAIN STREET</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Parent/Guardian 1: (Last name, First name)</th>
<th>Legal Parent/Guardian 2: (Last name, First name)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUNA, CARLOS</td>
<td>GARCIA, JUANA</td>
<td>FONDA</td>
<td>NY</td>
<td>12068</td>
</tr>
</tbody>
</table>

**RESIDENCY DATE:** 9/30/2017

**CHILD DATA -- Email Address(es)**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name 1</th>
<th>Last Name 2</th>
<th>Suffix</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NV1002-17083</td>
<td>LUNA</td>
<td>GARCIA</td>
<td>ARACELY</td>
<td></td>
</tr>
</tbody>
</table>

**QUALIFYING MOVES & WORK**

1. The child(ren) listed moved due to economic necessity from a residence in EL PASO INDEPEND/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, [ ] with the worker, [ ] 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 [DAY] (provide comment).

3. The Qualifying Arrival Date was 09/30/17.

4. The worker moved due to economic necessity on 09/30/17 from a residence in EL PASO INDEPEND/EL PASO /TX /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).

5. The qualifying work: [ ] PICK APPLES was (make a selection in both a. and b.).
   a. [ ] seasonal [ ] temporary employment
   b. [ ] agricultural [ ] fishing work

6. (Complete if “temporary” is checked in #5a). The work was determined to be temporary employment based on:
   a. [ ] worker’s statement (provide comment), OR
   b. [ ] employer’s statement (provide comment), OR
   c. [ ] State documentation for SMITH FRUIT FARM

**COMMENTS**

[ ] Yes [ ] English

**PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE**

**Signature:** Carlo LUNA

**Date:** 11/2/2017

**ELIGIBILITY DATA CERTIFICATION**

**Signature of interviewer:** [ ] Yes [ ] No

**Date:** 1/1/2001

**Signature of Designated SEA Reviewer:** [ ] Yes [ ] No

**Date:** 06/06/2017

**Printed On:** 11/3/2017 8:34:48 PM

**RECRUITER TOOLKIT | ID&R**

17

**NEW YORK STATE NATIONAL CERTIFICATE OF ELIGIBILITY**

**Program:** MOHAWK REGIONAL

**School District:** FONDA-FULTONVILLE

**County:** Montgomery
COE Eligibility Documentation Comment Section

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

[Signature]

Signed By Name

LUNA, CARLOS

[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

JUANITA DEL PUEBLO  Age: 12

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: [Signature]  Date: 11-15-2015

ID/R Director Signature: [Signature]  Date: 11-20-2015

NEW YORK STATE MIGRANT IDENTIFICATION/RECRUITEMENT 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

Juanita Del Pueblo
Age: 12

Age: 
Age: 

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

Referred By: Nancy Robilotto
Date: 01/15/15

Recruiter Signature: Jerry Roman
Date: 01/20/15

NEW YORK STATE MIGRANT IDENTIFICATION/RECRUITMENT OFFICE
White (ID&R Office) / Yellow (METS) / Pink (Recruiter)
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/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:* You are the recruiter for the town of Auburn. An OSY student moved from Auburn, NY to Albion, NY on 8/8/2020 to pick apples. The student came back to Auburn, NY on 10/30/20. 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 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 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.)

  *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- it is the last page of the COE when printing the complete form.*

- **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, 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

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
Verified by
Rafael Bruno 11/15/16

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

MOVEMENT DATE: 11/15/16

DESTINATION: 1234 Main St.

School District Rochester SD

City Rochester State/Country NY Zip Code 14619

RECRUITER TOOLKIT | ID&R
Follow the same steps to collect accurate departure information when completing an electronic departure. You can use MIS2000 to complete the departure if you completed the original ECOE.

**Enter the Departure Information**
- The minimum information required is Departure Date and State/Country of Departure. 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. To select multiple child names, hold down the Ctrl button on your keyboard while clicking each name.

**Submit the Departure Request and Perform an Upload**
- Click the “Submit Departure Request” button, and 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.”
Go to the “Departure” tab located within the COE of the student(s) you need to depart. If you did not complete the original ECOE, you will need to complete a paper departure (see page 21 for instructions).
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 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

For username and password, please contact Will Messier at 518-427-3609

wmessier@nycap.rr.com

STEP 1- Login

*The temporary password is one-time use only! After logging in to the system, change your password.

*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.

Welcome **emily hanehan**

MSIX facilitates the exchange of migrant student records to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.

**Student Record Search**

Ensure that your search contains at least one of the following elements: First Name, Last Name, Date of Birth, ID, Parent First Name, or Parent Last Name. Free form search fields allow for partial search and wildcard search. For more information on how to use partial search and wildcard search, click here.

- **First Name**
- **Date of Birth**: MM DD YYYY
- **Last Name**
- **ID (MSIX, State, or Alternative)**
- **ID Type**: MSIX, State, Alternate

Press Search

---

**STEP 3- Basic Student Record Search**

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

Ensure that your search contains at least one of the following elements: First Name, Last Name, Date of Birth, ID, Parent First Name, or Parent Last Name. Free form search fields allow for partial search and wildcard search. For more information on how to use partial search and wildcard search, click here.

- **First Name**: mart
- **Last Name**: alexis
- **Date of Birth**: MM DD YYYY
- **ID (MSIX, State, or Alternative)**
- **ID Type**: MSIX, State, Alternate

Advanced Search

Entering any of the other search criteria is optional.

Press Search
**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, ID, Parent First Name, or Parent Last Name. Free form search fields allow for partial search and wildcard search. For more information on how to use partial search and wildcard search, click here.

- **First Name**: mart
- **Middle Name**: 
- **Last Name 1**: alexis
- **Last Name 2**: 
- **Sex**: 
- **State**: 
- **Parent First Name**: 
- **Parent Last Name**: 
- **Date of Birth**: MM DD YYYY
- **ID (MSIX, State, or Alternative)**: 
- **ID Type**: MSIX
- **Multi-Birth**: 
- **Birth Country**: 
- **Birth State/Province**: 
- **District of Residence/School District Name**: 
- **School or Project Name**: 
- **Facility Name**: 

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

**STEP 5-Search Results**

4 Results

<table>
<thead>
<tr>
<th>Student(s)</th>
<th>State</th>
<th>Gender</th>
<th>DOB</th>
<th>MSIX ID</th>
<th>State ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEXANDER</td>
<td>CA</td>
<td>Male</td>
<td></td>
<td>233595759546</td>
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<tr>
<td>Alexander</td>
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<td>06002838805</td>
</tr>
</tbody>
</table>

Click here to select the student and view files.
**STEP 6 - Student Record View**

**Student Overview**

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

**Enrollments**

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Enrollment date</th>
<th>Withdrawal/Departure Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>School or Project</td>
<td>Enrollment Date</td>
</tr>
<tr>
<td>NY</td>
<td>WILSON MIDDLE/HIGH SCHOOL</td>
<td>02/11/2020</td>
</tr>
<tr>
<td>NY</td>
<td>WILSON MIDDLE/HIGH SCHOOL</td>
<td>09/05/2019</td>
</tr>
<tr>
<td>NY</td>
<td>MIDDLE/HIGH SCHOOL</td>
<td>09/01/2019</td>
</tr>
<tr>
<td>NY</td>
<td>WILSON MIDDLE/HIGH SCHOOL</td>
<td>06/27/2019</td>
</tr>
<tr>
<td>NY</td>
<td>WILSON MIDDLE/HIGH SCHOOL</td>
<td>02/28/2019</td>
</tr>
</tbody>
</table>

**For questions or more information, please contact the ID&R Office (518) 427-3609**
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 52nd Street Corp. v Madison 52nd Corp.*

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

*Aff’d, 5 AD2d 971 (1st. 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) 427-3609*
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.

**Tip!** Start with the students you have recently visited and know are still here. Then, meet with the METS to record the last date of service for any children that they have served since 9/1. 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:** Meet with the METS Director and/or Data Specialist to find out which students are receiving services. 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:**

<table>
<thead>
<tr>
<th>Last/First Name</th>
<th>DOB/Grade</th>
<th>School/VerDate</th>
<th>COE/#/Date</th>
<th>DepDate/Add</th>
<th>DepToCity</th>
<th>DepToState</th>
<th>Jerry Roman</th>
<th>Recruiter Signature</th>
<th>SH Date</th>
<th>Verified By</th>
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<td>Albany City SD</td>
<td>124920</td>
<td>4/9/2013</td>
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</table>
*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.
# New York State Migrant Education Program

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

<table>
<thead>
<tr>
<th>Birth Verification</th>
<th>Reference</th>
<th>Ethnicity</th>
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<tbody>
<tr>
<td>10 [03]</td>
<td>Baptismal or Church Certificate</td>
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<td>10 [04]</td>
<td>Birth Certificate</td>
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<td>10 [05]</td>
<td>Entry in Family Bible</td>
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<td>10 [06]</td>
<td>Hospital Certificate</td>
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<td>10 [07]</td>
<td>Parent’s Affidavit</td>
<td>5</td>
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<tr>
<td>10 [08]</td>
<td>Passport</td>
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<tr>
<td>10 [09]</td>
<td>Physician’s Certificate</td>
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<tr>
<td>10 [10]</td>
<td>Previously Verified School Record</td>
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</tr>
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<table>
<thead>
<tr>
<th>Stated Issue ID</th>
<th>P0-P4</th>
<th>Child age 0,1,2,3, or 4 at the time of the COE</th>
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<tbody>
<tr>
<td>10 [11] Driver's License</td>
<td>P5</td>
<td>Child age 5 at the time of the COE and is NOT in Kindergarten</td>
</tr>
<tr>
<td>10 [12] Immigration Document</td>
<td>K</td>
<td>Child attends a Kindergarten Program</td>
</tr>
<tr>
<td>23 [82] Life Insurance Policy</td>
<td>01 to 12</td>
<td>Grade attended this current year or last grade attended by child</td>
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## Student Grades

## Classification Codes

<table>
<thead>
<tr>
<th>Language Codes</th>
<th>OSY</th>
<th>Out-of-School Youth (Youth has never attended school in the USA)</th>
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<tbody>
<tr>
<td>1</td>
<td>English</td>
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<tr>
<td>2</td>
<td>Spanish</td>
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</tr>
<tr>
<td>4</td>
<td>Vietnamese</td>
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<td>6</td>
<td>Haitian/Creole</td>
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<td>7</td>
<td>Other</td>
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<td>8</td>
<td>Mixteco</td>
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<td>12</td>
<td>Kayah</td>
<td>Y</td>
</tr>
<tr>
<td>13</td>
<td>Nepalese</td>
<td>N</td>
</tr>
</tbody>
</table>

## COE's Copies

- White: ID&R Office
- Green: ID&R Office (School Copy)
- Yellow: METS Office
- Blue: Recruiter
- Pink: English-Family Copy/Departure
- Gold: Spanish-Family Copy/Departure
<table>
<thead>
<tr>
<th>States of the USA</th>
<th>States of Mexico</th>
<th>Depts. of Guatemala</th>
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<td>OR</td>
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<td>GU</td>
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<td>PA</td>
<td>DF</td>
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<td>HG</td>
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<td>NL</td>
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<td>New Jersey</td>
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- Argentina: ARG
- Belize: BEZ
- Brazil: BRA
- Burma: BUR
- Canada: CAN
- China: CHI
- Colombia: COL
- Costa Rica: COR
- Cuba: CUB
- Dominican Rep.: DOR
- Ecuador: ECU
- El Salvador: SLV
- Guatemala: GTM
- Haiti: HAI
- Honduras: HON
- Jamaica: JAM
- Japan: JAP
- Mexico: MEX
- Nepal: NEP
- Nicaragua: NIC
- Paraguay: PAR
- Peru: PER
- Philippines: PHI
- South Africa: SOA
- Somalia: SOM
- Thailand: THA
- Tonga: TON
- United States: USA
- Uruguay: URU
- Venezuela: VEN
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 envolvimiento 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

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.

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

Yes _____ No _____

☐ Trabajando en plantas de procesamiento de alimentos: empacando o enlatando frutas, vegetales, carnes o pescados.

☐ Trabajando en una lechería u otro rancho de animales.

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 y puede incluir servicios de tutorías y actividades de envergadura 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, empaquetando, lavando o cortando vegetales, frutas o carnes.

Si usted contestó que si, 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
ন্যুয়োর্ক রাজ্য প্রায়শী শিক্ষা কার্যক্রম
পহিচান এবং ভর্তী কার্য্যালয়
অধিভাবক সর্বকন্ধ

আংশিক শিক্ষা কার্যক্রমের জন্য সকল কার্যকরী শিক্ষা ক্ষেত্রের সকল সাধারণ সৃষ্টির প্রদান গর্ভের। যদি তিনি বাসিন্দাদের হাসিয়াদের নামগুলি অথবা কারণে বাসিন্দাদের হাসিয়াদের নামগুলি সর্বনাশী হবে, তবে তিনি বাসিন্দাদের হাসিয়াদের নামগুলি সর্বনাশী হবে।

কৃপা করুন এই বিষয়ে ভাল প্রশ্ন করুন যেন হাসিয়াদের সুযোগ হয়।

1. ২২ বয়স যদি তাদের সাতের হমেঘাটা কোথা হুমকু হবে? _____ ছ' _____ ছ'ন

2. ক্ষেত্রের কোন তথ্যের সংক্রান্ত এবং স্কুলের জিল্লায় একটি অন্যতম সূত্র শিক্ষাক্ষেত্রে পাওয়া যায় এবং সাথে সাথে যে একটি পরিসর তাদের প্রায়োগিকতা পরিসর এবং সাথে সাথে যে একটি পরিসর তাদের প্রায়োগিকতা পরিসর? _____ ছ' _____ ছ'ন

3. ক্ষেত্রের প্রায়োগিকতা পরিসর একটি পরিসর স্কুলের সাহায্য করা হয় এবং তাদের প্রায়োগিকতা পরিসর এবং সাথে সাথে যে একটি পরিসর তাদের প্রায়োগিকতা পরিসর? _____ ছ' _____ ছ'ন

☐ কৃষি বা খেলিতে কাম (জন্ম: জানুয়ারি, ফেব্রুয়ারি, মার্চ, এপ্রিল, মে, জুন, জুলাই, আগস্ট, সেপ্টেম্বর, অক্টোবর)

কারণ প্রাচীন মহাশর এবং অন্য কার্যক্রম সম্পর্কে চিন্তা করুন।

যেতি অধিভাবক প্রশ্ন হোক যে ভাবে হোক, তখন জানান্ডি প্রদান গর্ভের।

অধিভাবক / সংস্থাক্ষেত্র / যোগ্য ত্যাগকর্মীর নাম: ______________________________

ঘরকো দেওয়ান: ______________________________________________________________________

টেলিফোন সংখ্যা: (____)________-_________ সম্পর্ক গর্ভ উল্লেখ সময়: __________________

অধিভাবক দেওয়ান: ______________________________________________________________________

বিধিবিধের নাম: ___________________________ উমর: ________ কাজা: ________

বিধিবিধের নাম: ___________________________ উমর: ________ কাজা: ________

To submit this referral contact Irene Sanchez (Recruiter) 585-691-1460 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

RECRUITER TOOLKIT | ID&R 39
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
¿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
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, most services will be provided remotely at this time. Services we may provide 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.
- Virtual instructional services, including English as a Second Language instruction for older workers, and instructional support for school-aged children studying from home.

Resources for Farm Owners:
Go to [https://padlet.com/nysmigrant/farmer](https://padlet.com/nysmigrant/farmer) to access a variety of useful resources, including:

- OSHA-compliant bilingual farm safety signs
- Spanish worksheets for farmers
- 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 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. Some enrollments 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:**

Miguel Maldonado
518-335-1622
mald226@gmail.com

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

COVID-19 Resources:
Go to https://padlet.com/jyerdugo2/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/qxdgdvyqivyp 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

Recomer Contact Info:
Yenny Diaz
845-798-1129
johanna2111@yahoo.com

The New York State Migrant Education Hotline
Call or Text:
315-294-0766
Seguimos Apoyando a Familias y Estudiantes

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 caliqufen, 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

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/jverduzco2/COVID19_family_resources para encontrar la siguiente información de interés:

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

Recursos para Estudiantes de Inglés:
Visite a https://padlet.com/dubs2k/qxdgdyqiyyp 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
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. 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

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

Recruiter Contact
Info:

_________________________
_________________________
_________________________
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](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 (QAD) (the date the worker and children 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**

**Migratory Agricultural Worker Move:**

- Moved in the preceding 36 months
  - AND
  - Moved due to economic necessity
  - AND
  - Moved from one school district to another
  - AND
  - Moved from one residence to another

- OR

**Actively sought new temporary or seasonal agricultural or fishing work soon after move** AND **has a recent history of moves (2 or more) for qualifying work**

**Qualifies as a Migratory Agricultural Worker**

**Qualifying Move:**

- Moved in the preceding 36 months
  - AND
  - Moved due to economic necessity
  - AND
  - Moved from one school district to another
  - AND
  - Moved from one residence to another

- **Child:**
  - Under 22 years of age
  - Entitled to a free public education

- **Moved On Own, With, or To Join/Precede (within 12 months) the Migratory Agricultural Worker**

**Eligible**

*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.
• 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.

• 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.

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

• 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
# NEW YORK STATE HARVEST CALENDAR

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*NYS Identification & Recruitment Office*
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