

## 2023-2024 Migrant Education Program SSA and Non-Project Districts Identification and Recruitment Action Plan Education Service Center, Region 20

| REQUIRED ACTIVITIES FOR BALANCED RECRUITMENT   | INDIVIDUALS RESPONSIBLE   | TIMELINE   |
|--|---|--|
| <b>I. TRAINING FOR RECRUITERS AND DESIGNATED SEA REVIEWERS</b>   |   |  |
| <b>A. <u>Attend Identification &amp; Recruitment (ID&amp;R) training offered by ESC – Recruiters Attend ID&amp;R and TX-NGS training offered by ESC – Designated SEA Reviewers.</u></b><br>COEs/ECOEs for the new school year cannot be completed until training has occurred or as determined by TEA.   | <b>Staff:</b> All recruiters and Designated SEA Reviewers for the Migrant Education Program (MEP) | By September 1 for ID&R training or as determined by TEA.(ongoing)<br>TX-NGS training: September 15 or as determined by TEA  |
| <b>B. <u>Other</u></b>   |   |  |
| <b>II. IDENTIFICATION &amp; RECRUITMENT</b>  |   |  |
| <b>A. <u>Meet with all ID&amp;R Staff.</u></b><br>Meet with Designated SEA Reviewers, recruiters, and systems specialists to brainstorm and plan recruitment strategies to include in ID&R Plan.   | <b>Staff:</b> All recruiters and Designated SEA Reviewers for the MEP                             | By August 29   |
| <b>B. <u>Finalize all forms, documents, logs.</u></b><br>Disseminate and train on all forms, documents, logs, etc.. that will be used by MEP ID&R staff.   | <b>Staff:</b> MEP administrators, recruiters and Designated SEA Reviewers for the MEP             | By August 29   |
| <b>C. <u>Make recruiter assignments.</u></b><br>Assign recruiters, making sure to account for year-round, ongoing recruitment efforts regarding recruiting in school/campus, community, growers, out of school youth including pre-school-aged children, and other state and federal agencies that serve migratory families.   | <b>Staff:</b> All recruiters and Designated SEA Reviewers for the MEP                             | By August 29   |
| <b>D. <u>Conduct ID&amp;R.</u></b><br><b><i>Potentially Eligible Migratory Children:</i></b> Contact potentially eligible migratory families using home visits and telephone recruitment efforts, by collecting family surveys, during school registration/events, etc. targeting both enrollees and non-enrollees (ages 0-21). Complete COEs/ECOEs as needed.<br><b><i>Currently Eligible Migratory Children:</i></b> Contact families of currently eligible migratory students to determine if new qualifying moves have occurred. Complete new COEs/ECOEs as needed.<br><b>Note:</b> Share copies of COEs/ECOEs with appropriate entities as listed in ID&R Manual. | <b>Staff:</b> MEP recruiters  | By August 29 – currently eligible children; continue recruitment efforts throughout year – potentially eligible children<br>Make initial outreach efforts by September 30. |
| <b>E. <u>Complete COEs/ECOEs.</u></b><br>Recruiter completes COE/ECOEs and accompanying COE Supplemental Documentation Form for all families with new QADs. Submit completed COE/ECOEs and COE SDF to Designated SEA Reviewer for review.  | <b>Staff:</b> MEP recruiters  | Within <b>5</b> working days of parent signature   |
| <b>F. <u>Review of COEs/ECOEs.</u></b><br>Designated SEA Reviewer reviews COE/ECOEs and accompanying COE Supplemental Documentation Form for all families with new QADs. Return COE/ECOEs and COE Supplemental Documentation Form to the recruiter if additional information is needed. Submit to TX-NGS Terminal Site after eligibility review is completed. <ul style="list-style-type: none"> <li>• Systems Specialist is to enter data from each child’s COE/ECOEs into the Texas New Generation System (TX-NGS) per the timeline. Copy of COE/ECOEs will be provided to PEIMS for coding – only after a child is encoded on TX-NGS.</li> </ul>                    | <b>Staff:</b> Designated SEA Reviewers<br>Systems Specialists                                     | Within <b>7</b> working days of parent signature.  |
| <b>G. <u>Conduct residency verification.</u></b><br>Verify continued residency for all currently eligible migratory children who have not made a new qualifying move (QAD) during the current reporting period.  | <b>Staff:</b> MEP recruiters  | Between Sept. 1 and Nov. 1.<br>and For 2 yr. olds turning 3 – on or after 3rd birthday.  |

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| <b>H. Other</b>   |   |  |
| <b>III. MAPS AND INTRAREGIONAL NETWORKING</b>   |   |  |
| <b>A. <u>Make contact with potential growers.</u></b><br>Make recruiter assignments for contacting growers within the district's boundaries regarding hiring practices, crops, and growing seasons.   | <b>Staff:</b> All recruiters and Designated SEA Reviewers for the MEP   | Contact area growers within the district boundaries (ongoing)  |
| <b>B. <u>Develop calendar and maps.</u></b><br>Develop profiles/calendar reflecting major crops, seasons, hiring practices by growers, etc.<br>Develop maps for recruiters highlighting all areas/neighborhoods where migratory families reside.                                | <b>Staff:</b> MEP administrators and recruiters, Data Dashboard through Arroyo Research Services as contracted by TEA | Update on ongoing basis throughout the year  |
| <b>C. Other</b>   |   |  |
| <b>IV. INTERAGENCY COORDINATION</b>   |   |  |
| <b>A. <u>Network with agencies that serve migrant families.</u></b><br>Coordinate/network with local/regional organizations that provide services to migratory workers and their families   | <b>Staff:</b> MEP administrators and recruiters   | Make initial outreach efforts for the Community Outreach Fair and continue efforts throughout the year (ongoing) |
| <b>B. Other</b>   |   |  |
| <b>V. QUALITY CONTROL</b>   |   |  |
| <b>A. <u>Written quality control procedures.</u></b><br><br>Develop written procedures that outline ID&R quality control within the LEA/ESC to be housed in ESC-20 MEP Google Drive → Policies & Procedures Folder.   | <b>Staff:</b> MEP administrators, recruiters, designated SEA reviewers, and other MEP staff                           | By August 29   |
| <b>B. <u>Eligibility review.</u></b><br>Forward COEs/ECOEs with more than one required eligibility comment to ESC for review. Follow protocol for COEs/ECOEs that warrant further review by the ESC and/or State MEP as outlined in the ID&R Manual.                            | <b>Staff:</b> Designated SEA Reviewers; MEP administrators; and ESC MEP contact, when appropriate                     | Ongoing throughout the year  |
| <b>C. <u>Monitor and address ongoing training needs for ID&amp;R.</u></b><br>Provide training support to MEP recruiters, Designated SEA Reviewers, and other MEP staff as specific needs are observed throughout the year.  | <b>Staff:</b> MEP Consultant/Education Specialists  | As needed throughout the year  |
| <b>D. <u>Maintain up-to-date records on file.</u></b><br>Maintain updated active and inactive records. File COEs/ECOEs in alphabetical order by current Parent/Guardian 2 [Heading Section of COE/ECOE], and retain records for seven (7) years from the date eligibility ends. | <b>Staff:</b> All MEP staff   | Ongoing throughout the year  |
| <b>E. <u>Annual eligibility validation.</u></b><br>Eligibility of previously identified children are randomly selected for validation through a re-interview process per instructions set forth by TEA.   | <b>Staff:</b> ESC, MEP staff  | January – June   |
| <b>F. <u>Monitor</u></b><br>Provide district contacts with a copy of the ID&R action plan to be included in their District Improvement Plan (DIP)   | <b>Staff:</b> ESC, District Designee  | ID&R Action Plan finalized in August; proof that plan is included in DIP due by December                         |

| VI. EVALUATION  | INDIVIDUALS RESPONSIBLE  |  |
|---|--|--|
| <p><b>REQUIRED ACTIVITIES FOR BALANCED RECRUITMENT</b></p> <p><b>A. Evaluate ID&amp;R efforts for subsequent planning.</b><br/>           Gather and analyze data and input from various MEP stakeholders to incorporate appropriate changes into subsequent ID&amp;R plan for continuous improvement.</p>  | <p><b>Staff:</b> All MEP staff<br/> <b>Others:</b> Local Migrant Parent Advisory Council (PAC), LEA designee, etc.</p>             | <p><b>TIMELINE</b></p> <p>By July 30</p>         |
| <p><b>B. Other -- MEP Family Surveys</b><br/>           LEA designee collects MEP Family Surveys and submits those with a "yes" response to ESC-20<br/>           MEP administrative assistant<br/>           Recruiters follow up on "yes" responses and note whether family qualifies for the MEP or not<br/>           MEP Family Surveys are retained for the current year and previous year per state documentation purposes</p> | <p>Staff: MEP Coordinator<br/>           LEA designee<br/>           ESC-20 Administrative Assistant<br/>           Recruiters</p> | <p>September 1 -- 1st deadline, then ongoing</p> |