

Quality Control Document

**Prepared for
The Florida Department of Education
Migrant Education Program**

**Prepared by
*The ID&R Office***

Modified April 2009

Table of Contents

Introduction	2
Completing and Reviewing the Certificate of Eligibility (COE)	3
▪ Instructions for Completing the COE.....	3
▪ Signatures on the COE	9
▪ Reviewing the COE.....	10
▪ Copies of the COE.....	10
Florida COE Checklist	11
Resolving Eligibility Questions	12
Re-Interviewing Migrant Families and Youth	13
▪ Rolling Re-Interviews	13
▪ Formal Statewide Re-Interviews	13
▪ Re-Interview Protocol	14
▪ Florida Re-Interview Form.....	16
Removing Families/Youth from the MEP	18

Florida's ID&R Quality Control System

Introduction

Finding and recruiting migrant children is a complex task. In Florida, this task is the responsibility of the districts receiving migrant education funds. It is also the district's responsibility to ensure that migratory children are identified and recruited in a proper and timely manner.

To assist districts in this effort, this Quality Control Document provides key instructions and requirements for ensuring that migrant children are properly identified. These instructions are approved by the Florida ID&R Office, and are based on based on current draft Non-Regulatory Guidance from the Office of Migrant Education (2003) and local practices and policy determinations made by the ID&R Office.

In listing the elements of an effective system of quality control, this document will present information on the following topics:

- Completing and Reviewing the Certificate of Eligibility (COE);
- Resolving Eligibility Questions;
- Reviewing New and Existing COEs;
- Re-certification of Migrant Children and Youth;
- Re-interviewing Migrant Families and Youth; and
- Removing Children and Youth from the MEP.

The areas of training recruiters and COE reviewers are discussed in detail in the Florida Manual for Identification and Recruitment (2008).

If districts or personnel have any questions regarding this document or any other issue related to the proper and timely identification and recruitment of migrant children, please contact:

ID&R Office/ESCORT
3750 Gunn Highway, Suite 107
Tampa, FL 33618
866-963-6677
813-964-8985 (fax)
fl-idr-office@escmail.org
www.flrecruiter.org

Completing and Reviewing the Certificate of Eligibility (COE)

The COE is the only legal source document used in Florida to enroll eligible migrant children into the Migrant Education Program (MEP). When completing the COE, the following guidelines must be followed:

- The form ***must*** be completed by a trained interviewer. The interviewer must be knowledgeable about eligibility criteria in order to make correct eligibility determinations and to convey information about available services for eligible students. Educational and support services ***cannot*** be provided until the child has been determined eligible and the COE form is completed in writing.
- Each section must be completed. Do not leave any section blank. Use “N/A” or dashes to acknowledge that an inquiry has been made. Use “Same” to indicate that the information is equivalent to that of the previous item.
- The COE must be completed in ink. Use of correction fluid (e.g., “White-Out” or “Liquid Paper”) is not acceptable. Any changes must be initialed by the same person making the change. Instructions for the completion of the COE form are located on the back of the green copy of each form. If additional space is needed to clarify the information on this form, please use the reverse side of the white sheet or attach additional forms.
- The completed form should include the names of all migrant children who traveled with the family. This includes preschool children, children attending school, and children not attending school.

Instructions for Completing the COE

TOP OF THE FORM

School Year Indicate the school year when the family is interviewed and any subsequent school years when the child is “re-certified” and are still living in the district.

District/Agency Indicate the district or agency that is completing the COE.

SECTION I: LEGAL PARENT/CURRENT PARENT/GUARDIAN/SPOUSE DATA

Item 1: **Legal Parent - Father, Mother (Last Name, First, MI)**
The legal parent(s) is (are) the person(s) legally responsible as the parent or guardian for the student. The “Legal Parent” data indicate responsibility for the actions of the students. This information is available to school personnel for legal matters pertaining to the student. If an Out-of-School Youth is traveling alone, write down the youth’s legal parents’ names.

Item 2: **Current Parent - Father, Mother (Last Name, First, MI)**
This item pertains to guardians (not necessarily legally appointed) and spouses. If the child(ren) reside(s) with adults other than legal parent(s), enter name(s) (last name first) of the current father/guardian/spouse on the first line and that of the current mother/guardian/spouse on the second line. If an Out-of-School Youth is traveling alone and there is no current guardian, write “Not/Applicable.” If the information is the same as in Item 1, “Legal Parent,” the word “Same” may be written in both boxes.

Item 3: **Current Address (Street, Rural Route, Box Number);
City, State, Zip Code**
Enter all information for the current address of the family. Use the reverse side of the white copy of the COE for any specific directions that may be helpful in assisting others to locate the family.

Item 4: **Telephone**
Enter the telephone number, including area code, where the child or legal parent or current parent can be reached.

Item 5: **Home Base (Street, Rural Route, Box Number); City, State, Zip Code**
Enter the street, city, state, or mailing address, and zip code if available. Some families may consider home base to be the location where they return most often, own a home, pay taxes, or have relatives residing. The Electronic COE may exclude home base information but this item will still be an option when using the paper COE.

SECTION II: ELIGIBILITY DATA

Item 6: **From (City, State, and Country)**
Enter the city or town and state from which the child/youth moved. This is the last place of residency before the child/youth, parent, spouse, or guardian moved and then sought or obtained qualifying work.

If the most recent move was from a country outside of the United States, enter the country instead of the state.

Note: If the country is other than Canada or Mexico, explain in the Comments section of the COE (Item 15) the reasons for believing the move from that country to the new location (Item 7) was made to enable the child(ren), parent, spouse, or guardian to seek or obtain temporary or seasonal employment in an agricultural or fishing activity. The purpose of the move must be clearly documented as not made for political or economic reasons.

Item 7: **To (City, State)**
Enter the name of the city and state of the school district to which the child(ren), parent, spouse, or guardian moved to seek or obtain qualifying work.

Item 8: **Arriving on Qualifying Arrival Date (QAD)**
The qualifying arrival date (QAD) is the date the family unit or the Out-of-School Youth arrives at the place where qualifying work is obtained or sought. This item identifies a child's or family's eligibility period. The date the family unit actually reaches its destination is considered the QAD.

Item 9: **The Child(ren) Moved (With, To Join, On His/Her Own)**
Indicate with a check mark whether the child moved with a parent or guardian, to join a parent or guardian, or on his or her own.
Check "With" if the child(ren) made a move with a parent or guardian that enabled the child, parent, guardian, or a member of the child's immediate family to seek or obtain qualifying agricultural or fishing work.

Check "To Join" if the child(ren) moved on a date either before or after (but not on) the date the parent or guardian made a qualifying move.

If the child(ren) moved before the parent or guardian, the QAD and the residency date will be considered the same as those of the parent or guardian. Eligibility does not begin until this date.

If the child(ren) moved after the parent or guardian, the QAD and the residency date are the actual arrival dates of the child(ren), not the dates of the parent or guardian.

Children without their own migratory history before moving to join a migratory family will not become eligible until later when a qualifying move is made with (or to join) the family or on their own.

Note: A move “to join” must take place within a year of the worker's move to qualify for eligibility.

It is advisable to maintain a separate COE for each child (1) of a family who has a different qualifying arrival date (QAD); (2) of a family who has a different residency date; or (3) who has traveled on his or her own or with a spouse.

A crew leader or other adult who accompanies a child across school district boundaries, and who is willing to acknowledge responsibility for the child, can serve as the child’s guardian for the purpose of the MEP. The child is then eligible for the program assuming all other requirements are met, as a currently migratory child on the basis of that move.

Check “On His/Her Own” if the child(ren) made a move without any parent or guardian that enabled the child(ren) to seek or obtain qualifying agricultural or fishing work.

Item 10:

Parent, Guardian, Other Family Member, Self, Spouse (Name)

Enter the name of the person who sought or obtained qualifying work. In cases in which more than one person may be considered a qualifying worker, any one worker’s name may be entered.

Indicate with a check mark (✓) “Parent,” “Guardian,” “Other Family Member,” “Self” (child), or “Spouse” to indicate the qualifying worker’s relationship to the child(ren) listed on the COE.

Emancipated youth may sign their own COE form and indicate “Self” and have their own name entered as the person making the qualifying move. In addition, the recruiter should complete Section III: Child Data for the youth.

The “Spouse” box on the COE form is used for spouses of migrant workers. Spouses are eligible for services provided by the MEP if:

- a. They made a qualifying move with the migratory worker, and
- b. They are under 22 years old and have not graduated from high school.

The migratory worker signs the COE form as guardian.

To enable that Person to:

Recruiters must indicate if the move was to "obtain" or "seek" qualifying employment and document supportive information for "to seek" moves in the comments section (#15).

Check the appropriate box:

- “Obtain”, if the move was to enable the person identified in #10 to obtain qualifying work.
- “Seek”, if the move was to enable the person identified in #10 to seek qualifying work. If “seek”, recruiter must document in #15 the following: (1) any prior migrant history and, (2) circumstances that prevented the worker to obtain qualifying employment.

Item 11:

Temporary or Seasonal Work

Check the appropriate box.

- “Temporary” work is related to agricultural and fishing activities which are not permanent and usually last less than 12 months. It does not always have beginning and ending dates at particular times of year and is not dependent upon a natural cycle of events. Document in “Comments” (Item 15) exactly how this work was determined as temporary.
- “Seasonal” work is dependent upon natural cycles and seasonal activities.

Item 12: Agricultural or Fishing Related

Check the appropriate box.

Item 13: Residency Date

Enter the month, date and year that the child(ren) entered the present school district.

If the child entered the district before the qualifying parent, use the date of the parent's entry.

The residency date and the QAD are the same only if the most current move enabled the worker in the family to obtain or seek qualifying agricultural or fishing employment. A subsequent move for a reason other than obtaining or seeking qualifying work creates a new residency date, but does not change the QAD. The residency date must be the same as or later than the QAD.

Item 14: Qualifying Activity

Enter the name of the activity or series of activities that best describes the nature of the qualifying work. Be explicit enough to explain to an independent reviewer the basis for defining the activity as temporary or seasonal. Identify, for example, the specific crop being harvested (e.g., "picking tomatoes") rather than stating the general category (e.g., "picking vegetables").

If the activity is temporary, explain the basis for making that determination in "Comments" (Item 15).

If no qualifying work was obtained, explain the intent in "Comments" (Item 15).

Item 15: Comments

Enter in the space provided concise and significant information which may assist local staff, auditors, or monitoring teams to establish the family's eligibility. Attach supporting documents as appropriate. Information that should be documented:

- The household is supported, at least in part, by non-agricultural/non-fishing work, but the qualifying work is a principal means of livelihood.
- The eligibility determination is based on the agricultural or fishing activity as the worker's "principal means of personal subsistence."
- A "move" is of such brief duration or of such a short distance (or both) that one could question whether any migration has occurred (e.g., intra-city or intra-town move that is across school district boundaries).
- The worker asserts more than one reason for the move.
- The worker did not obtain qualifying employment as a result of the move. The recruiter should document:
 - Where the worker sought employment.
 - Why the worker did not obtain the work.
- The qualifying move is from a country *other* than Mexico or Canada to a first place of residence in the United States.
- The length of time between "to join" moves is longer than 3 months.
- The work is unusual enough that an independent reviewer is unlikely to understand that it is a qualifying activity.
- The work could be part of a "series of activities" that, viewed together, would constitute year-round employment (e.g., mending fences and haying could be two parts of year-round ranching with one employer).
- The work may be viewed by an independent reviewer as either temporary or year-round employment (e.g., collecting eggs or milking cows).
- The eligibility determination is based on the findings of an industrial survey.

SECTION III: CHILD DATA

Item 16: Name (Last, First, MI)

Enter the legal name as it appears on the legal document (e.g., birth certificate, school records, or immunization record) of each eligible child who has traveled or resides with the family. Include the last and first names as well as middle initial, if known.

Note: Children who travel on their own or with a spouse should have a separate COE. Children born after the qualifying arrival date (QAD) are not eligible for service, but should be identified on the form with a status of "0". Also, the recruiter should write "born after the move" next to the child's name in the school section.

Item 17: Race

Enter one of the following codes for the race of each child.

- W:** White, not of Hispanic origin
- B:** Black, not of Hispanic origin
- H:** Hispanic
- A:** Asian or Pacific Islander
- I:** American Indian or Alaskan Native

Note: For children of parents from more than one ethnic background, ask the parent or guardian (or child for emancipated youth) being interviewed what race he or she considers the child to be.

Item 18: Sex

Indicate "F" for Female or "M" for Male to indicate the child's gender.

Item 19: Birth Date (Month, Date, Year)

Enter the child's date of birth.

Item 19A: Age

Age of the child at the time of the interview.

Item 20: Birth Date Verification

Enter the birth date verification by placing the appropriate letter as indicated:

- B:** Birth Certificate
- D:** Document (e.g., Baptismal Papers, Bible, Social Security Number, etc.)
- O:** Other (Any source other than a legal document)
- N:** None (Information verified from verbal statements only)

Item 21: Birthplace (City, County/Country, State)

Encourage the family to accurately identify the city, county, and state of birth. If the child was born in a foreign country, enter the name of the city, state or province, and country. The name of the birth site for each child listed should be entered, if available, in the Child/Family Data Comments section (Item 25). Use only the two-letter abbreviation used by the U.S. Post Office for the state of birth.

Item 22: Status

Enter the appropriate migrant status number from the list below.

Status 1

A child who has moved with a parent, guardian, spouse, or on his or her own within the last 36 months across state boundaries so that the child or parent, guardian, or spouse might secure temporary or seasonal work in agriculture.

Status 2

A child who has moved with a parent, guardian, or spouse, or on his or her own within the last 36 months across district lines within a state so that the child or a parent, guardian, or spouse might secure temporary or seasonal work in agriculture.

Status 3

A child who has been an interstate or intrastate agricultural migrant as defined in Status 1 or 2 but who has ceased migrating for at least 36 months yet continues to be eligible for the Migrant Education Program under the provisions of Title I, Section 1304(e). This status code does not generate funding.

Status 4

A child who has moved with a parent, guardian, spouse, or on his or her own within the last 36 months across state boundaries so that the child or a parent, guardian, or spouse might secure temporary or seasonal work in fishing or in related seafood processing activities (e.g., seafood packing or shucking oysters).

Status 5

A child who has moved with a parent, guardian, spouse, or on his or her own within the last 36 months across district lines within a state so that the child or a parent, guardian, or spouse might secure temporary or seasonal work in fishing or in related seafood processing activities.

Status 6

A child who has been an interstate or intrastate fishing migrant as defined in Status 4 or 5 and has ceased migrating for at least 36 months yet continues to be eligible for the Migrant Education Program under the provisions of Title I, Section 1304(e). This status code does not generate funding.

Status 0

A child who was born after the last qualifying arrival date (QAD), or any child who does not otherwise meet requirements for qualification. This status code does not generate any funding.

Item 23:

School

Enter the name of the school the child is currently attending. If the child is not in school, write "N/A" or put dashes in the block.

Item 24:

Grade

Enter the grade the child is currently in. If the parent or guardian is uncertain about this information, obtain it directly from the school after the interview.

Item 25:

Child/Family Data Comments

On the paper COE, this space is provided to describe any particulars about an individual child or any pertinent family information that will assist the sub-grantee migrant administration.

SECTION IV:

AUTHORIZATION & CERTIFICATION

Item 26:

I give my permission for my child(ren) to...

For each of the two categories requiring permission (participate in the program, and be given emergency medical services), check the appropriate box (Yes or No) that applies.

Recruiters should read the statement to parents, making sure that they consent to the exchange of student records with other legitimate educational agencies. The recruiters should make sure that parents understand their right to request and see any educational records that will be shared with other legitimate educational agencies.

Item 27:**Signature of Legal/Current Parent; Date Signed**

The signature of the parent, guardian, spouse, or child (for emancipated youth) is required in Florida only on the initial COE or a new QAD. Secure the signature of the parent, guardian, spouse, or child (for emancipated youth) and enter the date signed.

Any person unable to sign his or her name should place an "X" on the line. The interviewer should then write below the line, "Signature witnessed by (name of the interviewer)" and ensure that the date is noted.

Once a child is identified, she or he may continue to be counted as a migrant for 36 months from his or her latest qualifying arrival date (QAD). All migratory families should be contacted annually to determine whether there is a new QAD. If the QAD has changed, a new COE must be completed. If no move has occurred, a signature for this COE is not required. However, contact must be documented on the COE.

Item 28:**Signature of Interviewer; Date Signed**

The recruiter should be aware of what they are signing, and the expectations for making valid and reliable eligibility determinations, as well as the consequences for not making valid and reliable eligibility determinations.

The person conducting the interview should sign in the space provided and enter the date signed.

Item 29:**Signature of District Program Coordinator or Designee; Date Signed**

The district program coordinator or designee should sign in the space provided and enter the date signed.

Since this procedure involves verification of eligibility information recorded by an interviewer, the person conducting the interview (Item 28) and the person certifying eligibility (Item 29) cannot be the same, unless the interview was personally conducted by the district program coordinator or designee.

Signatures on the COE

While federal regulations do not require a parent/guardian signature, the Florida Migrant Education Program (FL MEP) requires that signature upon completion of the COE. Obtaining the parent/guardian signature is a good practice for the following reasons:

- a signature allows the parent or guardian to attest that the information he or she provided is accurate (which promotes quality control);
- a parent signature identifies who provided the information so that the recruiter can verify it at a later date, if necessary;
- the parent/guardian agrees to allow the child to participate in the FL MEP for the duration of the eligibility period, unless permission is withdrawn; and
- a parent signature may be used to confirm that the recruiter informed the parent or guardian about the MEP and about his or her rights regarding the transfer of school records under the Family Educational Rights & Privacy Act (FERPA).

U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, *Draft Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children*, Washington, D.C., 2003, c. II, question M8.

The recruiter's signature at the end of the COE certifies that:

- the recruiter received all the information on the COE directly from the family/youth;
- the recruiter collected all the documentation needed to make a proper eligibility determination;

- the information upon which the recruiter based the eligibility determination is correct to the best of his or her knowledge;
- the children are eligible for the MEP; and
- the recruiter informed the parent or guardian about FERPA.

The recruiter must sign the COE to attest to the above. In cases where the recruiter can not make an eligibility determination, the COE should not be signed until a thorough verification of the information provided by the family and/or youth has been completed. The recruiter's signature on the COE is a necessary element of a reasonable system of quality control.

U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, *Draft Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children*, Washington, D.C., 2003, c. II, question M9

Reviewing the COE

An important part of quality control is the review of the Certificate of Eligibility (COE). In Florida, the COE will be reviewed at different levels. All COEs are to be reviewed at the district level by at least two of the following individuals:

- Recruiter (for accuracy prior to submitting the COE)
- Lead or Senior recruiter (where available)
- Data entry specialist
- Migrant Coordinator or designee

The Local Education Agency (LEA) will:

1. review the COE for accuracy (local Quality Control Plan).
2. search the database for existing COEs on migrant children.
3. update any existing COE or create a new COE for each child recruited as appropriate.
4. approve new COE and forward it to the SEA database.

A Sample COE Review Checklist is provided.

Copies of the COE

Once the COE has gone through a review and all the information has been corroborated, the family/youth must receive a copy of the COE.

If the recruiter determines that further verification of information is necessary to make a proper eligibility determination, he or she *should not* give a copy of the COE to the family/youth at the end of the interview.

After the verification process, if the child/youth *is* found *eligible* for the FL MEP they *should then* be provided with a copy of the COE. The green copy should *not* be given to the family.

Florida COE Checklist

Basic Review Steps:

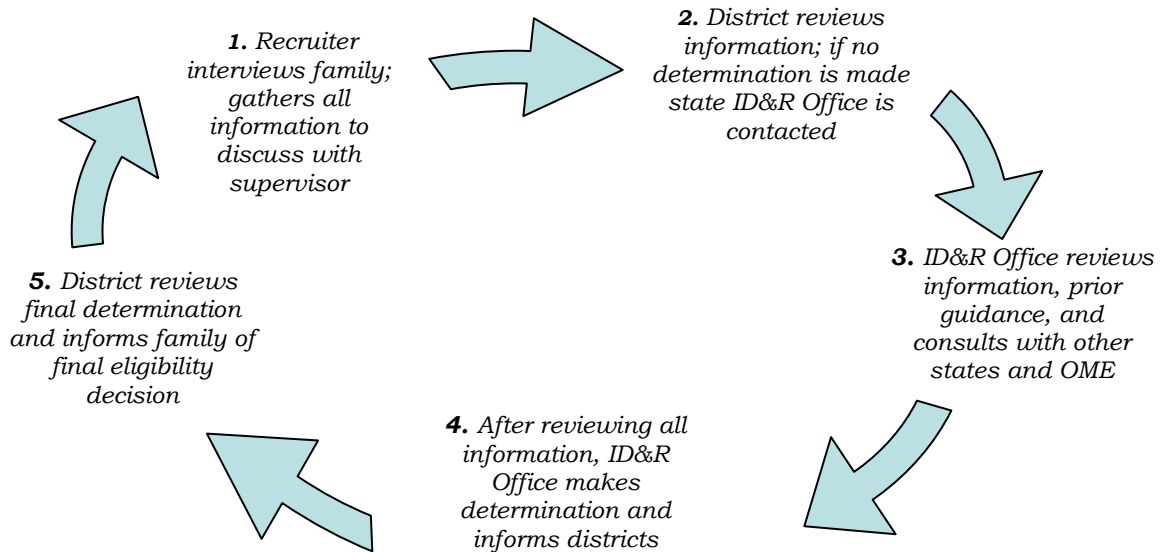
- The completed form shall be submitted within five (5) working days to the district migrant program coordinator or designee for certification of eligibility.
- COE completed legibly in black or blue ink.
- Complete all sections. Use “same,” “N/A,” or dashes to acknowledge that an inquiry has been made for each item.
- Use the reverse side of the white sheet to clarify information on this form.
- The form shall be completed after each qualifying move.

<input type="checkbox"/> School year entered	<input type="checkbox"/> District/Agency Entered										
<input type="checkbox"/> Section I: Legal Parent/Current Parent/Guardian/Spouse Data – all blanks are filled.											
<input type="checkbox"/> Section II: Eligibility Data – dates entered correctly (mm/dd/yy).											
<input type="checkbox"/> #8. QAD is within last 36 months.	<input type="checkbox"/> #9. With/To Join/On Own, only one is checked.										
<input type="checkbox"/> “Obtain” or “Intent” is selected. If “Intent”, comment needed in “#15 Comments.” Temporary or Seasonal, only one is checked. Agricultural or Fishing related, only one is checked.											
<input type="checkbox"/> #14. Qualifying Activity matches the QAD and coincides with known employment patterns.											
<input type="checkbox"/> #15. Comments regarding eligibility are entered. Comments are needed when: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> The move is due to “economic necessity”</td> <td style="width: 50%; padding: 2px;"><input type="checkbox"/> Moves from countries other than Mexico or Canada</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Non-agricultural, non-fishing employment is present</td> <td style="padding: 2px;"><input type="checkbox"/> “To join” moves are 3 months or longer</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Brief or short duration moves</td> <td style="padding: 2px;"><input type="checkbox"/> Temporary employment and name of employer</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Prior migrant history</td> <td style="padding: 2px;"><input type="checkbox"/> Unusual employment that may not be understood by a reviewer</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Seek but not obtained</td> <td style="padding: 2px;"><input type="checkbox"/> Credible evidence for not obtaining employment</td> </tr> </table>		<input type="checkbox"/> The move is due to “economic necessity”	<input type="checkbox"/> Moves from countries other than Mexico or Canada	<input type="checkbox"/> Non-agricultural, non-fishing employment is present	<input type="checkbox"/> “To join” moves are 3 months or longer	<input type="checkbox"/> Brief or short duration moves	<input type="checkbox"/> Temporary employment and name of employer	<input type="checkbox"/> Prior migrant history	<input type="checkbox"/> Unusual employment that may not be understood by a reviewer	<input type="checkbox"/> Seek but not obtained	<input type="checkbox"/> Credible evidence for not obtaining employment
<input type="checkbox"/> The move is due to “economic necessity”	<input type="checkbox"/> Moves from countries other than Mexico or Canada										
<input type="checkbox"/> Non-agricultural, non-fishing employment is present	<input type="checkbox"/> “To join” moves are 3 months or longer										
<input type="checkbox"/> Brief or short duration moves	<input type="checkbox"/> Temporary employment and name of employer										
<input type="checkbox"/> Prior migrant history	<input type="checkbox"/> Unusual employment that may not be understood by a reviewer										
<input type="checkbox"/> Seek but not obtained	<input type="checkbox"/> Credible evidence for not obtaining employment										
<input type="checkbox"/> Section III. Child Data – appropriate codes used when required (race, birth verification, status).											
<input type="checkbox"/> #22. Status. Enter “0” when born after the move or children are not eligible (did not travel, graduated).											
<input type="checkbox"/> Section IV. Authorization/Certification – proper procedures used when parent is unable to sign COE.											
<input type="checkbox"/> #26. Appropriate boxes marked.	<input type="checkbox"/> #27. Recruiter signature; dates are correct.										
<input type="checkbox"/> FERPA rights explained to parents.											

Resolving Eligibility Questions

Occasionally, recruiters and/or districts face eligibility questions for which they have no answer, or may need further clarification from the ID&R office or the SEA. In these instances, the following procedures should be followed:

1. Recruiters should consult with their immediate supervisor or his/her designee for answers to eligibility questions including the issue of principal means of livelihood and problems that arise at the LEA level.
2. Local Operating Agency (LOA) administrators may contact the ID&R Office for assistance in providing answers to recruiters' questions. All written eligibility inquiries must include:
 - a. Detailed explanation of case scenario;
 - b. Summary of all documentation and information gathered;
 - c. LOA's actual question on eligibility; and
 - d. LOA's thought process and opinion of eligibility.
3. The ID&R Office shall consult the SEA Program Administrator if those questions require the interpretations of the Federal or State law, regulation, or policy. The SEA or State ID&R Coordinator will contact OME, as appropriate, in writing for the resolution of questions and interpretations.
4. The ID&R Office will research the question and will provide a response to the State Administrator, and will also provide a written response to the LOA administrator. The information will be shared with all districts when feasible.
5. The local district coordinator and recruiter(s) review the final determination from the ID&R Office. The district informs the family or out-of-school youth of the final eligibility decision.



Re-Interviewing Migrant Families and Youth

There are multiple ways of ensuring the accuracy of eligibility determinations made by recruiters. Re-interviewing parents is considered a good practice by the Office of Migrant Education. In Florida this practice may consist of “rolling re-interviews” and “formal re-interviews.”

Rolling Re-Interviews

“Rolling re-interviews” consist of local district efforts to informally, but systematically, corroborate the information provided by the migrant family or child during the interview and subsequently entered into the COE. Prior to providing services, local coordinators or their designees should contact the family (in person or by phone) and corroborate the information on the COE within a month (30 days) of an eligibility determination.

Every month, children will be randomly selected for a re-interview. The re-interviews will be conducted by recruiters who were not involved in the initial completion of the COE. Districts should use state-developed re-interview protocols and forms. Districts should also submit the findings of their rolling re-interview efforts to the ID&R office.

The ID&R office will assist districts in providing re-interview protocols and forms, reviewing the re-interview findings, and calculating defect rates. The ID&R office may also assist districts in selecting their sample, training re-interviewers, and conducting re-interviews, as needed.

Formal Statewide Re-Interviews

In addition to informal rolling re-interview efforts, a formal state wide re-interview process will take place. The formal re-interview will be facilitated by the ID&R office. The formal re-interview will consist of the following procedures:

- Random sample selection
- Trained re-interviewers – experienced staff who were not involved in the original interview. Every 3rd year, re-interviews will be conducted by out-of-state individuals.
- Conducting Re-interviews – use of state developed protocols and forms.
- Eligibility determinations based on decisions made by a review panel

Districts should maintain the results of their local on-going and formal re-interview efforts to design local training and monitoring efforts of staff. In addition, results should be shared with the ID&R office for planning of future staff development activities. This information should be readily available during monitoring and evaluation efforts.



Florida Migrant Education Program Identification & Recruitment

Re-Interview Protocol

Purpose

- The purpose of the re-interview process is to verify that a proper and timely eligibility determination of a student and/or out-of-school youth (OSY) was made based on Florida Migrant Education Program (FL MEP) regulations and guidance.

Selecting and Training Re-Interviewers

The re-interviewer should have knowledge and skills in the following areas:

- Understanding of the purpose of the migrant education program (MEP).
- Understanding of Florida's interpretation of eligibility requirements to the MEP.
- Ability to conduct interviews through the use of open-ended questions.
- Understanding of the systematic sequence that determines eligibility in Florida (STAMP).
- Knowledge of the qualifying activities in the specific geographical area where re-interviews are conducted.

Preparing for the Re-Interview

- The Identification & Recruitment (ID&R) Office will contact the local MEP to review the Re-Interview timeline and discuss logistics.
- The local MEP will submit a complete list of Certificates of Eligibility (COEs) to the ID&R Office (rolling re-interview only).
- The ID&R Office will randomly select the migrant families and/or students to be re-interviewed.
- The local MEP coordinator or representative will receive a randomly selected sample list from the ID&R Office before the re-interviews are to be scheduled. The local MEP coordinator or representative will locate respective COEs for students to be re-interviewed and provide copies for re-interviewer(s).
- The re-interviewer and local MEP staff will review the list of families selected for the re-interview and determine if the families are still in the area.
- No one from the re-interview team or local MEP should contact the family/OSY before the scheduled re-interview.
- If the re-interviewer is not a local district employee or is unfamiliar with the area, the local MEP should assist the process by having a local recruiter or MEP staff member accompany the re-interviewer.
- If the family/OSY is home, proceed to CONDUCTING THE INTERVIEW.
- If the family/OSY is not home, check the appropriate box (ATTEMPT, MOVED AWAY, etc.) in the questionnaire and proceed to next subject.

Last revised 06/08



Florida Migrant Education Program Identification & Recruitment

Re-Interview Protocol

Conducting the Re-Interview

- The person who originally completed the COE cannot participate in the re-interview process at all. When necessary, a local program staff member who is familiar with where the family resides should accompany the re-interviewer.
- Have the local MEP staff member introduce the re-interviewer to the family if necessary. After the introductions are made, the local recruiter should not participate in the re-interview process and move to another room.
- To put the family at ease, please say something close to the following:
 - *“The purpose of our visit is to ask a few questions that will be used to improve the Migrant Education Program in Florida, and is a check of our system, not of individual families. May we visit with you?”*
 - *“El propósito de nuestra visita es para hacerles unas preguntas cuyas respuestas utilizaremos para el mejoramiento del programa de educación migrante en Florida. Las preguntas son para revisar nuestro sistema; no es con el propósito de revisar ciertas familias solamente. ¿Podemos hacerle estas preguntas?”*
(If the family/OSY declines the interview, thank them and move on to the next interview.)
- Follow the Re-Interview Form in the exact order that it appears. Ask open-ended questions to elicit a response. When necessary, ask for further explanation to the questions.
- DO NOT leave any part of the questionnaire blank. If the family/OSY does not wish to respond, note DID NOT RESPOND in space provided.

Original COE Review

- Once the re-interviewer has completed the re-interview form, he/she must review the copy of the original COE.
- Review the Child Eligibility Section on the COE to determine if the information provided by the family/OSY corroborates with the information provided in the re-interview form.
- If the information is different or conflicting, ask follow-up questions to clarify eligibility criteria.
- Note responses in the appropriate section of the form.
- Once the Re-Interview Form is completed, ask interviewee to sign the form.

After the Re-Interview

- Thank the interviewee for his or her cooperation.
- Secure Re-Interview Form with all related information.
- Prepare for the next interview.

Last revised 06/08



**Florida Migrant Education Program
Re-Interview Form**

Re-Interview No.: _____

Student Name:		Qualifying Arrival Date: (Target QAD)	
District:	DOB:	Grade:	
Address: <input type="checkbox"/> Same as COE <input type="checkbox"/> Different from COE (include new address below)			
<input type="checkbox"/> Home	<input type="checkbox"/> Attempt #1	<input type="checkbox"/> Attempt #2	<input type="checkbox"/> Attempt #3
<input type="checkbox"/> Moved Away	Date:	Date:	Date:
<input type="checkbox"/> Declined Interview	Time:	Time:	Time:
Interviewer:		Date of Interview:	
Person Interviewed:		(Check relationship to student.) <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Self <input type="checkbox"/> Other:	
1. How long have you or your family lived at this address? <i>¿Por cuánto tiempo ha vivido usted o su familia en esta dirección?</i>		(Less than 36 months?) <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Where did you live before you moved here? <i>¿Dónde vivieron antes de mudarse para acá?</i>			
When/Cuándo	From-To/Desde-Hacia	Why/Por Qué	
Is the Target QAD of _____ listed in #2? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, review COE to identify proper date.)			
The following questions are regarding this Target QAD of _____.			
3. When you moved on _____, did the children move with you? (Target QAD) <i>(If yes, skip question #4.)</i> <i>Cuando se mudó en _____, ¿sus niños se mudaron con usted? (Target QAD)</i> <i>(Si la respuesta es sí, omita la pregunta #4.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. What date did the children move here? <i>¿Cuál es la fecha en que los niños se mudaron para acá?</i>		(Within last 12 months?) <input type="checkbox"/> Yes <input type="checkbox"/> No Date:	
5. How old are the children that are living with you? <i>¿Cuáles son las edades de los niños que viven con usted?</i>		(Under 22 years old?) <input type="checkbox"/> Yes <input type="checkbox"/> No Ages:	

Revised 12/22/08



**Florida Migrant Education Program
Re-Interview Form**

Re-Interview No.: _____

Student Name: <i>(MERGE STUDENT NAME)</i>	Target QAD
6. (If applicable) Have any of your children graduated from high school or obtained a GED? <i>(Si aplica) Algunos de sus hijos, ¿se han graduado de la escuela superior o han obtenido un diploma de equivalencia (GED)?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Why did you leave _____ on _____ _____ <i>(Target QAD)?</i> <i>¿Por qué salio su familia de _____ en _____</i> _____ <i>(Target QAD)?</i>	(Move based on Economic Necessity?) <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Why did your family move to _____ on _____ _____ <i>(Target QAD)?</i> <i>¿Por qué se mudó su familia a _____ en _____</i> _____ <i>(Target QAD)?</i>	(Seek or obtain work?) <input type="checkbox"/> Yes <input type="checkbox"/> No
9. What type of work were you (or another member of your household) looking for when you moved on _____ _____ <i>(Target QAD)?</i> <i>(If this move does not qualify, ask if there have been other moves that may qualify.)</i> <i>¿Cuál fue el trabajo que usted (u otro miembro de su familia) estaba buscando cuando se mudaron en _____</i> _____ <i>(Target QAD)?</i> <i>(Si ésta mudada no califica, pregunte si ha habido otras mudadas que quizás califican.)</i>	<input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
10. Were you able to get a job in _____? <i>(State work they mentioned before.)</i> <i>¿Pudo encontrar trabajo en _____?</i> <i>(Indique el trabajo que la persona mencionó anteriormente.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?
11. What is the name of the Employer?	

To the best of my knowledge, the information documented on this form is correct.

De acuerdo a mi conocimiento y entendimiento, la información estipulada en este documento es verdadera.

Signature of person interviewed: _____

Signature of re-interviewer: _____

FOR OFFICIAL USE ONLY

Review Date: _____

<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE required	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Need more information to make determination
--	--	---------------------------------------	--

Revised 12/22/08

Removing Families/Youth from the FL MEP

All Florida school districts are responsible for maintaining an accurate roster of eligible migrant families/youth. Once a child or youth is identified as no longer eligible, they must be removed from the school district's MEP roster. There may be a number of reasons why the LEA may need to remove a migrant family from the FL MEP. Reasons for removing a family/youth include but are not limited to:

- the eligibility period expires;
- family/youth no longer wants to be enrolled and has signed out; or
- family/youth was incorrectly determined eligible for the FL MEP.

If a child/youth's eligibility period expires, the LEA should:

- conduct follow-up interviews to check for possible new QADs. If there has not been a new QAD, the recruiter should inform the family of the expiration of their eligibility for the MEP.
- stop all services provided by the MEP (some exceptions apply – see provisions for continuation of services below).
- file the COE as “End of Eligibility,” or in a similar manner. LEAs are also responsible for identifying the reason for the child/youth no longer being eligible; for example, “36 months expired.”
- follow district procedures and remove the migrant child/youth from the district and state migrant database.

If a parent/guardian or an OSY indicates that they *no longer* wish to be served as migrant:

- the recruiter should complete a new form, have the parent/guardian or OSY check “no” in section #26 of the COE, and get a signature to document the decision.
- the recruiter should write in any clear spot on the COE that parent/guardian or OSY no longer wishes to be identified as migrant.
- the LEA should then remove the migrant code from the child's demographic file via the district student database *after* Survey 5 data has been reported to the state. This will ensure that the district receives credit for serving the child at least one day during the survey period.

If a parent/guardian or an OSY indicates, *during the initial interview*, that they wish not to be identified as migrant, the recruiter should still complete a new COE indicating that the parent/guardian or OSY does not want to be part of the program. This ensures that the student is reported as identified, but not served in the program.

If a family/youth was incorrectly determined eligible for the MEP, the local district should:

- take the appropriate steps to remove the migrant status or other program eligibility indicators for the migrant students affected from the local database (contact the district's student information systems manager for the appropriate procedures);
- contact the state office and request that the child(ren) be removed from their migrant count; and
- contact the ID&R Office and indicate, if possible, the cause of the erroneous eligibility determination and any local corrective actions to address such cause.