MIGRANT EDUCATION PROGRAM FREQUENTLY ASKED QUESTIONS (FAQs)

ABBREVIATIONS

1. **Question:** Abbreviations for Mexico- The abbreviations are different do we use the old ones or the new ones? (You are going to get back to us on what did the abbreviations change for Mexico that we noticed on the sheet that was on the website?)

   Response: The new abbreviations for Mexico were given to the SEA by the Office of Migrant Education (OME) and are to be utilized when completing the national COE.

CERTIFICATE OF ELIGIBILITY (COE)

COE REVISIONS

2. **Question:** COE revisions- Can we have a blank COE sent to use without the click to type in it?

   Response: A blank COE form will not be available at this time, as we are in transition.

COE ENCRYPTION

3. **Question:** Encrypted- How do we send the COE's? Encrypted or not?

   Response: Yes, all COE's sent to the SEA must be encrypted.

CLARIFICATION AND ADDITIONAL INFORMATION NEEDED ON COE

4. **Question:** Clarification on COE's- I'd like to know what we need to do if a COE is returned for clarification/missing information. In this case we need to correct or clarify our COE. But do we need to make a new COE each time we make changes?

   Response: It depends on the nature of the change. Any change made to SECTIONS II. Child Data; SECTION IV. Comments; SECTION V. Relationship to the child, Child date; Date of the COE and SECTION VI. Date. Will require a new signature on the COE by parent, guardian or the emancipated youth.

   - ***Note: The SEA reserves the right to request additional information for submitted COEs.***

5. **Question:** Does Section III # 6 c of the COE, need to be populated with the Employers name?

   Response: Do not place any information in Section III, Number 6, letter c. We are not using letter "c", as Colorado does not use any state documentation for temporary. We only use the workers statement and the employer's statement to document temporary. An Employers name is still required for Section III, Number 5.

6. **Question:** [*When additional comments are required*] do we use the same [COE] and make hand written notes?

Response: Additional comments can be added to a word document and submitted to the SEA along with the COE. Hand Written comments on the COE are strongly discouraged.

CREDIBLE EVIDENCE

7. *Question:* What are examples of "other credible evidence" that a recruiter might rely on to determine that the worker actively sought qualifying work? Guidance 2010, pg. 18, Section D18.

    Response: Other credible evidence that a recruiter might consider includes:

    - Information obtained from conversations with an employer, crew chief, employment agency, or credible third party that indicates that the worker sought the qualifying work;
    - Written information from the employer, such as a copy of an employment application or a list of recent applicants;
    - Information in the public domain (*e.g.*, newspaper) that confirms a flood or crop failure in the area.

      After considering all of the available information, if the recruiter is satisfied that the worker *actively* sought qualifying work *soon after the move* and that the work was unavailable due to reasons beyond the worker's control, the recruiter may deem the worker eligible for MEP services.

    You can access the OME Guidance 2010 by clicking on the link below.
    http://www2.ed.gov/programs/mep/legislation.html

DATA
RE-ENROLLMENT/VERIFICATION

8. *Question:* Re-Enrollment form- We should have already verified attending so anyone else that is not enrolled needs a re-enrollment form right? That info should be entered on our secondary database?

    Response: The re-enrollment form has been replaced by the Residency Verification form. All non-attending children and youth need a residency verification completed for each school year. The SEA believes collecting a signature for residency verifications is best practices. Extenuating circumstances require you to document why you were unable to collect a parent/guardian/self signature. This must be validated by your administration prior to submitting the RV to the SEA for approval.

    Response: All information captured on a COE or RV form must be entered in your local secondary databases.

9. *Question:* Students who have moved out of the district- How do we document students that are non-attending and no longer in our Region and we verified them being gone? Just for documentation purpose. Change/Move Form
    http://www.cde.state.co.us/cde_english/elau_migrant.htm

    Response: A move notification form will be posted on the CDE Migrant website for your use to document those students you have verified are no longer in your area and have moved to another region or state.

10. *Question:* Residency verification form- On the Residency Form do we fill it out completely like the original COE or just enter the student that is being verified?

    Response: All information on the residency verification form is necessary and therefore requires a response.

11. *Question:* Move notifications-What about move notifications?

    Response: A move notification form will be posted on the CDE Migrant website for your use to document those students you have verified are no longer in your area and have moved to another region or state. Change/move form
    http://www.cde.state.co.us/cde_english/elau_migrant.htm

12. *Question:* When do Residency Verification Forms need to be completed?

    Response: Residency verification forms must be completed after 9/1 current year and prior to their end of eligibility. Best practices require a signature for **all** residency verifications on non-attending students ages 3-21.

13. *Question:* Can all students be rolled over for summer?

    Response: No, only students that are attending a district held summer school or an MEP Literacy Program.

14. *Question:* What if your data specialist only speaks and writes in English and a recruiter submits a COE for approval in Spanish?

    Response: The SEA would refer you back to your administration as they are the subgrantee.

DROP-OUT

15. *Question*: What is the definition of a dropout?

    Response: By Colorado law, a dropout is a "person who leaves school for any reason, except death, before completion of a high school diploma or its equivalent, and who does not transfer to another public or private school or enroll in an approved home study program." A student is

not a dropout if he/she transfers to an educational program recognized by the district, completes a G.E.D. or registers in a program leading to a G.E.D., is committed to an institution that maintains educational programs, or is so ill that he/she is unable to participate in a homebound or special therapy program. Students who reach the age of 21 before receiving a diploma or designation of completion ("age-outs") are also counted as dropouts.

For more information regarding dropout, access the link posted below.
http://www.cde.state.co.us/cdereval/rv2009DropoutLinks.htm

END OF ELIGIBILITY (EOE)

16. **Question**: If a family is at their end of eligibility (EOE), do I need to enter an enrollment in NGS for the students within this family?

    Response: Do not enter enrollments for students who are EOE.

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

17. **Question**: FERPA form- Do we have a FERPA form like the new COE?

    Response: Yes, the FERPA form is posted on CDE's Migrant Website for your use.
    http://www.cde.state.co.us/cde_english/elau_migrant.htm

HIGH SCHOOL COMPLETION

18. **Question**: Is a child who graduated from HS in his/her native country eligible to receive free public education under Colorado state law?
    Response: According to the Migrant Guide book 2010, Page 19-A4. "If the child is considered under State law to be eligible to receive a free public education through grade 12 and otherwise meets the definitions of "migratory child: the child is eligible for the MEP. This also depends on the youth's educational system in their native country, i.e., Mexico

HOMELESS

19. **Question**: Documenting Homeless- Will we document if a family is homeless?

    Response: Yes. Capture the homeless on the comment section of the COE and enter this information in your local secondary databases for reporting purpose to be used at a later time.

INSTRUCTIONAL /SUPPORT/SUPPLEMENTAL SERVICES

20. **Question**: How do you want us to code those students who attend MYLI and SMYLI as receiving an instructional service?

Response: Document for those students who attend MYLI an SMYLI and received instructional services, under **Other 1 – Instructional Service** - *Instructional activities related to post-secondary and workforce readiness (college entrance process, financial aid application, scholarships and FAFSA application), learning strategies using theory of multiple intelligences, leadership and teambuilding to enhance the students' skills to work with others and within their communities, and instruction in civics and history. In addition, tutoring services provided in small groups.*

21. *Question*: If we invite a family to one of backpack giveaways and/or dental screenings and they do not show up to receive these services, can we count it as a referred service?

    Response: You may only count a service if the service was provided. Contacts and attempts to contact do not constitute as a service. This type of service would be of minimal intensity. The Definition of Minimal Intensity of Service – Minimal, Nominal, Small, least value.

22. *Question*: Does the supplemental service have to be tangible or can it be referred?

    Response: The MEP staff may provide services to migrant families that are real, tangible, practical or functional as it relates to the livelihood or family need. The definition of Maximum Intensity of Service – Tangible, Real, Practical, Substantial, Physical, Functional, Realistic, Useful, Purposeful, Serviceable, Vital, Crucial, Necessary and hands on. CDE accepts these types of services to be legitimate instructional/support services and therefore can be entered into the States Migrant Database.

INTERVIEW QUESTIONS

23. *Question*: Interviewing questions- Do we continue to use the same question format for our comments? Or do we just make straight forward comments? Keeping in mind what situations need additional comments?

    Response: The Interview protocol has not changed and all comments should be well documented as is required by OME.

MOVES

24. *Question*: What is the state's interpretation of "Soon after Moves"?

    Response: *"Soon After Moves"* - The state interprets that *Soon After Moves* will fall within 90 days/3 months of a families qualifying arrival date (QAD). If it is more than 90 days/3 months and no qualifying work is obtained, 3rd party credible evidence that a worker actively sought work must be submitted. (For information regarding 3rd party credible evidence see FAQ listing # 7)

QUALIFYING ACTIVITY

25. **Questions:** So I just talked to a dad who we received an ag (agriculture) survey from, and he works in Forestry, cutting down the beetle kill trees up here in the mountains. Just wondering if we can qualify the family even if there is no re-planting going on. Can you offer any suggestions here? Thanks, hope you're doing well.

    Response: According to the Migrant Guide book 2010, Page 32- G.1 "qualifying agriculture work is: the cultivation or harvesting of trees." Because the activity of the beetle kill is being handled through the Department of Forestry and in collaboration with the Department of Agriculture, the SEA does not deem this as a qualifying activity. However if you have additional information to help the SEA change this decision please feel free to submit additional information to Maria Perez de Leon @ perez-deleon_m@cde.state.co.us.

REQUIRED EQUIPMENT/PROGRAMS

26. **Question:** File Maker Pro- Can we remove the program from our systems to free up some space?

    Response: Leave the file maker pro program on the system at this time and we will send further instructions.

27. **Question:** Wireless Cards- Will we need to have wireless cards for recruiter's when they are out in the fields? (If you guys can check with the SEA team about the wireless card that would be great because we do not use printers in our region we use scanners because we have bad connection in our region)

    Response: At this time, we do not foresee the need for wireless cards, as we do not have electronic COE capability on NGS. It is the subgrantee's decision to continue utilizing your air cards.

SHORT SCHOOL ID NUMBER (SSID)

28. **Question:** SSID#'s-Will we use the SSID #'s for the schools like we use to on NGS?

    Response: Yes, NGS utilizes Short School ID's (SSID) associated to a school/facility.

SIGNATURE REQUIREMENTS

29. *Question***:** Second signature- if additional information is required, will a new signature be needed?

    Response: It depends on the nature of the change. Any change made to information on the

eligibility of the COE will require a new signature. See # 4 of the FAQs and seek additional clarification from your director and or ID and R coordinator.

30. *Question:* Does the person who signs the COE need to be the same person who signs the Residency Verification Form for non-attending students in the family?

    Response: A person in authority must verify with a signature the out of school child or youth's residency during the reporting period. It does not have to be the person who signed the COE.

31. **Question:** Phone verifications- With our region being so widespread obtaining a signature on residency verification from areas like Pagosa Springs, Durango, Mancos and Cortez is difficult. We are in those areas only two or three times a year. Would it be possible to get phone verification on these families?

    *Response***:** All non-attending students need a residency verification completed with a signature.

32. *Question:* Does a new COE need to be completed, with an existing QAD?

    Response: If a family moved from a residence in one school district to a residence in another school district for non-agricultural purposes a <u>new</u> COE is required. If a family makes a move within the same school district for non-agricultural purposes a change of address is required.

    This information is also available in the "Instructions for Completing a National COE", pg. 4, Section Qualifying Move & Work Section.
    http://www.cde.state.co.us/cde_english/download/Migrant/NationalCOEInstructions.pdf

Electronic Signature

33. *Question:* Able to capture electronic signature- In regard to the recent NCOE you sent us, we find that we are able to capture the electronic signature of the parent/s on this form and hope this will be ok. We believe this is more efficient and practical for our recruiters since they can obtain the signature on the first home visit. Is it ok to continue with electronic signatures, or are we <u>required</u> to only use paper/ink signatures?

    Response: If you are able to use the electronic signature then continue to use the signature capture if not then use blue or black ink and have the parents sign it manually.

    - ***Note*****:** *Under no circumstances are electronic signatures to be saved, stored or reused from its original form.*

34. *Question:* Signature Capture- Do we use the signature capture when parents are signing the COE or do we use ink?   Are we allowed to capture electronic signatures? Are we covered?

    Response: If you are able to use the electronic signature then continue to use the signature capture if not then use blue or black ink and have the parents sign it manually.

    • *Note***:** *Under no circumstances are electronic signatures to be saved, stored or reused from its original form.*

TRAINING

35. *Question:* NGS Training- Will we receive training on NGS?

    Response: NGS Training will be held for the data specialist on January 20-21, 2011. Other users will receive read only access. Training will be provided on how to search for a student at a later date.

36. *Question:* Who is required to complete the Identification and Recruitment (ID and R) modules?

    Response: The SEA recommends that all MEP staff participate in the National ID & R module Training. All Colorado migrant recruiters are required to be state certified in order to recruit in the state of Colorado. The Colorado SEA/MEP adopted The National Identification and Recruitment Curriculum as a mandatory requirement for implementation for recruiters and all MEP staff. The curriculum was prepared by the Migrant Education Resource Center, funded by the U.S Department of Education, Office of Migrant Education. A copy of materials included in the National ID&R Curriculum is available at **http://results.ed.gov/node/143**.

    The SEA will provide training throughout the year with opportunities to participate in the different levels of the modules. The following forms, resources, and tools are available at **www.cde.state.co.us/cde_english/elau_migrant.htm**.

37. *Question***:** Who is the TEAM?

    *Response***:** For the purpose of communication, TEAM includes the SEA Staff and State Migrant Director

MEP DOCUMENTS

38. CDE web site links to documents http://www.cde.state.co.us/cde_english/elau_migrant.htm

You may submit your questions to Maria Perez de Leon @ perez-deleon_m@cde.state.co.us