



Updated June 17, 2020

SEA Guidance for Identification and Recruitment (ID&R) During COVID 19

During this time of social distancing the Colorado Migrant Education Program is issuing the following guidance for regional recruiters, as you know our priority is to keep everyone safe. This guidance will go into effect immediately and will last until further notice.

We encourage all staff to be informed and aware of the guidance the Governor and CDE is giving to school districts. For more information Colorado's website for COVID-19 can be accessed at: <https://covid19.colorado.gov/>. Colorado also has a phone line and an email for people who have general questions about COVID-19. There are many languages available on the phone line: 303-389-1687 or 1-877-462-2911, or for responses in English only via email use <mailto:COHELP@RMPDC.org>.

COEs without Signatures due to COVID-19 Notification – FERPA Updated 6/17/20

The SEA recently received information from the Office of Migrant Education (OME) regarding FERPA requirements. Per guidance, written consent (by worker/parent) is required to share any personally identifiable information (PII) with external entities. Therefore, all COEs submitted and approved with the COVID-19 comment are subject to this requirement. **All personally identifiable information contained within these specific COEs cannot be shared outside of the Colorado Migrant Education Program until a signature is successfully obtained on the COE and FERPA consent.**

As we practice Social Distancing, recruiters are asked to continue to do the following while working with **SMART** during this time.

Residency Verification: This form does not require a parent signature. A recruiter/advocate signature is all that is required and can be done via phone call.

Age Verification, Two-Year-Old turning Three: This form does require a signature however we are asking that a MEP staff member (recruiter, advocate, etc.) verify residence information of the two-year old turning three over the phone with the following comment in the parent signature section: **“Due to COVID-19, PV confirmed via ph.”**

COE Submission/Validation: This form always requires a parent/worker signature however we will implement the following process:

Step 1. Recruiter indicates within the parent signature section VI, **“Due to COVID-19, Info. confirmed via ph.”**

Step 2. Data Coordinators indicate within section V of the COE **“Validated by (initials).”**

Step 3. MEP recruiters will obtain parent/worker signature for COE and age verifications once social distancing guidelines are suspended. The SEA will notify the regional programs of any changes.

Step 4. Signed COE will be uploaded on SMART.





Updated June 11, 2020

V. Comments (Must include 2bi, 4a, 5, 6a and 6b of the Qualifying moves & Work Section, if applicable):		
<p>Validated by N.G. (or M.M.)</p>		
VI. Interviewee Signature:		
<p>I understand the purpose of this form is to help the State determine if the child (ren)/youth listed above is/are eligible for the Title I C, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.</p> <p>The Family Educational Rights and Privacy Act (FERPA) has been explained to me. I provided consent for my child's school district and the Colorado Department of Education to disclose or transfer, as necessary, my child's education record, including any personal identifiable information, to the following entities: (1) U. S. Department of Education's (Department) Migrant Education Program; (2) Department's High School Equivalency Program (HEP)/College Assistance Migrant Program (CAMP); and (3) Colorado entity that operates the Migrant and Seasonal Head Start Program. The purpose of these disclosures are for the program eligibility determinations, academic assessment and program services planning.</p>		
<p>Due to COVID-19, Info. validated via ph.</p>		
Signature	Relationship to the Child(ren)	Date
VII. Eligibility Data Certification:		
<p>I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 (2) and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S. C. 100.</p>		
Signature of Interviewer		Date
Signature of Designated SEA Reviewer		Date

