



Summer Site: _____ MSHS Center: _____ Meeting Date: _____

Title I Part C Migrant Education Program & Migrant and Seasonal Head Start (MSHS) Collaboration

In order to provide the highest quality and most seamless services for migratory children and families, it is important that the collaborators continue to establish and maintain a strong and healthy partnership.

Collaborators

The Migrant Education Program Coordinators, the Migrant and Seasonal Head Start Center Manager, Recruiter Liaisons, Recruiter Family Advocates (RFA), Regional Recruiters (RRs), transportation, nutrition, and health representatives need to meet before the programs starts to discuss the items below (the meeting does not have to be in person).

A representative from MDE-MEP and TVOC-MES will be present for consultation.

Coordination and Communication

1. In what ways do you collaborate with the TVOC Title IC program (health, IDR, nutrition, secondary, transportation)?
2. Is staff prepared to give a short “commercial” to families about the Title IC Migrant Education Program and/or the Migrant and Seasonal Head Start Program (including health, nutrition, and transportation)?
3. Does your staff have informational materials to give to parents to help promote the Title IC Migrant Education Program and/or the Migrant and Seasonal Head Start Program?
4. If a parent wants a copy of their COE (only after it is approved), fill out a [COE Request Form](#).

Title I/MSHS Services Available for Children and Families

1. Share schedules, field trips, parent meeting information, contact information, and other important information.
2. Discuss services to pregnant women, secondary students, and/or Out of School Youth.
3. Share/Discuss Texas Out-of-State testing schedule.
4. Discuss decisions that impact both the Title I Migrant Seasonal and Head Start programs. EXAMPLES: extreme heat index, broken water pipe, bus company strike, government shutdown, 4th of July, early dismissal, make-up day.
5. All MSHS classrooms with 3-5-year-olds should use MMERC materials and provide MMERC with the names of the classrooms (e.g., Pre-1, Pre-2, Toddler 1, etc.) that use the materials.
6. Who has/needs access to [MSIX](#)? (Contact Linda Fournier for access)?
7. Who uses MSIX to help properly place/enroll students, especially students with IEPs, medical alerts, etc.?
8. Once a family moves across district lines, a Move Notification must be made in MSIX. Who will be responsible for ensuring that this occurs?
9. Discuss potential services for Migrant Child Care.

Recruitment

1. Discuss expectations for Regional Recruiters, RFAs, and Recruiter Liaisons (information exchange, recruitment, etc.).
2. Recruit all eligible children regardless of whether or not they will be receiving services.
3. Recruiter Liaison (local hire) collaborates with Regional Recruiter and local Migrant Liaisons to coordinate ID&R efforts.
4. Recruiter Liaison (local hire) must be certified by TVOC to determine MEP eligibility.
5. RFAs fill out a [Recruitment Request](#) for any students that are not in Migrant Seasonal Head Start (MSHS) and for parents that may be out-of-school youth (OSY).
 - a. Regional Recruiters will follow up with the MEP Coordinator and copy Cris Young regarding OSY.

- b. OSY service plan (Form B) must be completed by local staff

The Secondary Student and/or the OSY

- 1. If staff come across youth/parents that are under 21 and do not have a high school diploma, they could potentially be eligible for the Title I MEP.
 - c. If currently eligible (check MSIX or MIS2000), contact Cris Young or the MEP Coordinator to follow-up with the student.
 - d. If not currently eligible, Regional Recruiters and Recruiter Liaisons will determine eligibility. Services cannot be provided until the COE is approved. RFA’s should fill out a [Recruitment Request](#) as soon as possible.

Transportation

- 1. Share/Coordinate bus schedules and routes.
- 2. Discuss shared transportation costs.
- 3. Develop a plan for transportation emergencies (e.g., telephone tree).

Nutrition

- 1. Discuss Food costs.
- 2. Discuss Menu determination.
- 3. Discuss Title I teacher meals/overages.
- 4. Discuss process for meal notification for field trips.

Health Services

- 1. Discuss Health staff schedules: especially when sites are at different locations.
- 2. Obtain signed parent release forms or authorization forms prior to receiving health services.
- 3. **Coordinate** service availability: when and where- (vision, hearing, height/weight, blood pressure, and dental screening, physical, Mantoux) – **THIS IS CRUCIAL—Please do everything possible to ensure ALL children have the opportunity to receive health services!**
- 4. Record health and dental services that each child receives in the SPSR.

Collaborators in Attendance:

We have discussed all the items above and agree to collaborate and work together to provide services to migratory children and families.

Migrant and Seasonal Head Start Center Manager Signature

Date

Title I Migrant Education Program Coordinator Signature

Date

***Please scan a signed copy to Cris Young and CC Noemi Trevino within 1 week of your Partnership Agreement Meeting. Emails: Christine.young@tvoc.org Noemi.trevino@state.mn.us**

Resources:

- [Migrant Education Program Checklist for Head Start Centers.docx \(sharepoint.com\)](#)
- [Migrant Education Program – Tri-Valley Opportunity Council, Inc. \(tvoc.org\)](#)