



Partnership Agreement

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

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

To provide the highest quality and most seamless services for migratory children and families, it is vital 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 start to discuss the items below. This meeting can be held in person or virtual. A representative from MDE-Migrant Education Program (MEP) Noemi Treviño and TVOC-Migrant Education Services (MES) Cris Young should be invited to the consultation.

Collaborators in Attendance:

Coordination and Communication

1. In what ways do you collaborate with the TVOC Title I Part C program (health, IDR, nutrition, secondary, transportation, etc.)?
2. Are staff prepared to give a short “commercial” to families about the Title I Part C Migrant Education Program and/or the Migrant and Seasonal Head Start Program (including health, nutrition, and transportation)?
3. Does your staff have informational materials/resources to give to parents to help promote the Title I Part C Migrant Education Program and/or the Migrant and Seasonal Head Start Program? Any posters/flyers for your summer program should include the Recruiter Liaison’s contact information.
4. If a parent wants a copy of their Certificate of Eligibility (only after it is approved), the parent or staff can fill out a [COE Request \(office.com\)](http://office.com).

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. The Recruiter Liaison (local hire) collaborates with the Regional Recruiter to coordinate ID&R efforts during family registration, company orientation, or other event when a large number of attendance is expected.
4. The Recruiter Liaison (local hire) must be trained and certified by TVOC Migrant Education Services Manager to determine Migrant Education Program eligibility before the start of the program. An MIS2000 Authorization form must be submitted each year. Contact the TVOC Data Systems Manager (Linda Fournier) for more information.
5. RFAs fill out a Recruitment Request for any students who are not in the Migrant and Seasonal Head Start (MSHS) and for parents who may be out-of-school youth (OSY).
 - a. Regional Recruiters will follow up with the family, or if the family is near a summer site, notify the Recruiter Liaison with contact information to connect with the family.
 - b. Recruiter Liaisons will follow up with the family to determine eligibility if they are near a summer program site.
 - c. For Out of School Youth, notify the Migrant Education Program Coordinator and copy the TVOC Instructional and Support Services Manager (Vanessa Chmiel). The Out of School Youth service plan (Secondary Student Form C) must be completed by local MEP staff.

Title I Part C /MSHS Services Available for Children and Families

1. Share schedules, field trip dates, 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 Part C and Migrant Seasonal and Head Start programs. EXAMPLES: extreme heat index, broken water pipe, bus company strike, government shutdown, Juneteenth, 4th of July, early dismissal, make-up day.

