

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 <u>COE Request (office.com)</u>.

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.

- 5. All MSHS classrooms with 3-5-year-olds should use Midwest Migrant Education Resource Center (MMERC) materials and provide MMERC with the names of the classrooms (e.g., Pre-1, Pre-2, Toddler 1, etc.) that use the materials. This information should be added to their MMERC order form. All Head Start non-center staff that would like to order MMERC materials are required to share which center(s) and which classroom(s) the resources will be used on their MMERC order form.
- 6. Who has/needs access to MSIX? Who needs MSIX training? Contact the TVOC Data Systems Manager (Linda Fournier) for access and training dates.
- 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.
- 10. Ensure all services are documented in the Summer Program Services Report (SPSR) or with the Data Systems Manager (Linda Fournier).

The Secondary Student and/or the Out of School Youth

- 1. If Head Start staff come across youth/parents who are under 21 and do not have a high school diploma, they could potentially be eligible for the Title I Part C Migrant Education Program.
 - a. First, check MIS2000 or MSIX to see if the person has already been determined eligible. If he/she is already in MIS2000 or MSIX, contact the TVOC Instructional and Support Services Manager (Vanessa Chmiel) or the Migrant Education Program Coordinator and he/she will follow up with the student.
 - b. If not currently eligible, RFA's should fill out a Recruitment Request as soon as possible and a Regional Recruiter or Recruiter Liaison will determine eligibility. Services cannot be provided until the Certificate of Eligibility is approved.

Transportation (if applicable)

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

Nutrition (if applicable)

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

Health Services (if applicable)

- 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.
- Coordinate service availability: when and where- (vision, hearing, height/weight, blood pressure, dental screening, physical, and Mantoux) – THIS IS CRUCIAL—Please do everything possible to ensure ALL children have the opportunity to receive health services!
- 4. Record each child's health and dental services in the SPSR.

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

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Migrant and Seasonal Head Start Center Manager

Migrant Education Program Coordinator

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