



NEBRASKA
MIGRANT
EDUCATION PROGRAM

**IDENTIFICATION & RECRUITMENT
MANUAL**

2015-2016

IDENTIFICATION AND RECRUITMENT

Finding and enrolling eligible migrant children is a cornerstone of the MEP and its importance cannot be overemphasized. Identification and recruitment are critical activities because:

- The children who are most in need of program services are often those who are the most difficult to find.
- Many migrant children would not fully benefit from school, and in some cases would not attend school at all, if SEAs did not identify and recruit them into the MEP. This is particularly true of the most mobile migrant children who may be more difficult to identify than those who have settled in a community.
- Children cannot receive MEP services without a record of eligibility.

The SEA is responsible for the proper and timely identification and recruitment of all eligible migrant children in the State, including securing pertinent information to document the basis of a child's eligibility. Typically, SEAs or their local operating agencies record eligibility data on a Certificate of Eligibility (COE). Recruiters obtain the data by interviewing the person responsible for the child, or the child him or herself, in cases where the child moves on his or her own. The SEA is responsible for implementing procedures to ensure the accuracy of eligibility information.



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IDENTIFICATION & RECRUITMENT MANUAL

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2015 – 2016

Nebraska Migrant Education Program State Identification and Recruitment Plan

DRAFT

Finding and enrolling eligible migrant children is a cornerstone of the Nebraska Migrant Education Program (MEP) and its importance cannot be overemphasized. The Nebraska MEP is responsible for the proper and timely identification and recruitment of all eligible migrant children and youth in the State. This includes securing pertinent information to document the basis of a child's eligibility. Ultimately, it is the state's responsibility to implement procedures to ensure that migrant children and youth are both identified and determined to be eligible for the MEP.

The Statewide Identification & Recruitment Plan includes four statewide centers divided into regions: Panhandle Center (ESU 13), Southwest Center (ESU 15), Central Center (Hastings HSCFDP, Inc.) and Northeast Center (ESU 7). The centers serve the state with 10 regional recruiters collaborating with 5 project recruiters and numerous community and district liaisons.

In all four regions, recruiters and liaisons work together to ensure collaboration, coordination, and a statewide perspective towards Nebraska ID&R efforts. A referral network has been established amongst, regional and project recruiters and local liaisons. The referral network increases the likelihood of addressing all MEP needs.

The ID&R plan continues to advocate a statewide perspective in the supervision and staff development of all ID&R personnel within the community, the local districts, and among the regional recruiters. The plan includes a State ID&R Coordinator who is responsible for the coordination of all recruitment efforts.

This statewide recruiting system; a) provides year-round recruitment, b) provides ID&R coverage on a statewide basis with a focus on all aspects of the migrant population and the support services required by the unique demands of the migrant lifestyle, and c) blends local and statewide perspectives into a substantial and resourceful system of migrant support. Not only does this ID&R plan fulfill federal regulations but it also ensures all qualifying MEP children are identified and recruited in Nebraska.



**2015-2016
NEBRASKA MIGRANT EDUCATION PROGRAM
STAFF DIRECTORY**



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2015 - 2016 Recruiter List by School District

COUNTY CODE	COUNTY	SCHOOL DISTRICT (school location)	RECRUITER	SERVICE PROVIDER
01	ADAMS	Adams Central Public Schools (Hastings)	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
09	BROWN	Ainsworth Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
26	DIXON	Allen Consolidated Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
07	BOX BUTTE	Alliance Public Schools	Amy Garza	Alliance MEP - Rita Moravek
42	HARLAN	Alma Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
10	BUFFALO	Amherst Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
21	CUSTER	Anselmo-Merna Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
21	CUSTER	Ansley Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
33	FURNAS	Arapahoe Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
88	VALLEY	Arcadia Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
89	WASHINGTON	Arlington Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
21	CUSTER	Arnold Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
03	ARTHUR	Arthur County Schools (Arthur)	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
78	SAUNDERS	Ashland-Greenwood Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
64	NEMAHA	Auburn Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
41	HAMILTON	Aurora Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
50	KEARNEY	Axtell Community Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
20	CUMING	Bancroft-Rosalie Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
04	BANNER	Banner County Schools (Harrisburg)	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
59	MADISON	Battle Creek Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
62	MORRILL	Bayard Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
34	GAGE	Beatrice Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
77	SARPY	Bellevue Public Schools	Alex Larios	Omaha MEP - Susan Mayberger
28	DOUGLAS	Bennington Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
69	PHELPS	Bertrand Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley

89	WASHINGTON	Blair Community Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
54	KNOX	Bloomfield Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
91	WEBSTER	Blue Hill Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
06	BOONE	Boone Central Schools (Albion)	Gricelda Brabec	ESU 07 MEP - Dee Condon
56	LINCOLN	Brady Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
62	MORRILL	Bridgeport Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
21	CUSTER	Broken Bow Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
85	THAYER	Bruning-Davenport Unified System	Darlene Rodriguez	ESU 07 MEP - Dee Condon
36	GARFIELD	Burwell Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
21	CUSTER	Callaway Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
33	FURNAS	Cambridge Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
78	SAUNDERS	Cedar Bluffs Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
80	SEWARD	Centennial Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
61	MERRICK	Central City Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
39	GREELEY	Central Valley Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
47	HOWARD	Centura Public Schools (Cairo)	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
23	DAWES	Chadron Public Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
45	HOLT	Chambers Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
15	CHASE	Chase County Schools (Imperial)	Yanis Helm	ESU 15 MEP - Jamie Garner
19	COLFAX	Clarkson Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
16	CHERRY	Cody-Kilgore Public Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
14	CEDAR	Coleridge Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
71	PLATTE	Columbus Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
13	CASS	Conestoga Public Schools (Murray)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
24	DAWSON	Cozad City Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
23	DAWES	Crawford Public Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
25	DEUEL	Creek Valley Schools (Chappell)	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
54	KNOX	Creighton Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
76	SALINE	Crete Public Schools	Maricela Flores	Crete MEP - Diane Bruha
54	KNOX	Crofton Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
72	POLK	Cross County Community Schools (Stromsburg)	Gricelda Brabec	ESU 07 MEP - Dee Condon
12	BUTLER	David City Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
85	THAYER	Deshler Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon

34	GAGE	Diller-Odell Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
40	HALL	Doniphan-Trumbull Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
76	SALINE	Dorchester Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
28	DOUGLAS	Douglas County West Community Schools (Valley)	Gricelda Brabec	ESU 07 MEP - Dee Condon
29	DUNDY	Dundy County Stratton Public Schools (Benkelman)	Yanis Helm	ESU 15 MEP - Jamie Garner
12	BUTLER	East Butler Public Schools (Brainard)	Gricelda Brabec	ESU 07 MEP - Dee Condon
47	HOWARD	Elba Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
02	ANTELOPE	Elgin Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
28	DOUGLAS	Elkhorn Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
59	MADISON	Elkhorn Valley Public Schools (Tilden)	Isaura Barreto	ESU 07 MEP - Dee Condon
10	BUFFALO	Elm Creek Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
13	CASS	Elmwood-Murdock	Darlene Rodriguez	ESU 07 MEP - Dee Condon
37	GOSPER	Elwood Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
26	DIXON	Emerson-Hubbard Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
32	FRONTIER	Eustis-Farnam Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
45	HOLT	Ewing Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
30	FILLMORE	Exeter-Milligan Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
48	JEFFERSON	Fairbury Public Schools	Darlene Rodriguez	ESU 7 MEP - Dee Condon
74	RICHARDSON	Falls City Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
30	FILLMORE	Fillmore Central Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
89	WASHINGTON	Fort Calhoun Community Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
31	FRANKLIN	Franklin Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
34	GAGE	Freeman Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
27	DODGE	Fremont Public Schools	Cintia Beck	Fremont MEP - Diane Wolfe
76	SALINE	Friend Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
63	NANCE	Fullerton Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
35	GARDEN	Garden County Schools (Oshkosh)	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
79	SCOTTSBLUFF	Gering Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
10	BUFFALO	Gibbon Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
41	HAMILTON	Giltner Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
81	SHERIDAN	Gordon-Rushville Public Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
24	DAWSON	Gothenburg Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
40	HALL	Grand Island Public Schools	Suyapa Gonzalez	Grand Island MEP - Kris Schneider

77	SARPY	Gretna Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
41	HAMILTON	Hampton Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
14	CEDAR	Hartington Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
18	CLAY	Harvard Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
01	ADAMS	Hastings Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
81	SHERIDAN	Hay Springs Public Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
43	HAYES	Hayes Center Public Schools	Yanis Helm	ESU 15 MEP - Jamie Garner
93	YORK	Heartland Community Schools (Henderson)	Gricelda Brabec	ESU 07 MEP - Dee Condon
07	BOX BUTTE	Hemingford Public Schools	Amy Garza	Alliance MEP - Rita Moravek
56	LINCOLN	Hershey Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
72	POLK	High Plains Community Schools (Polk, Clarks)	Gricelda Brabec	ESU 07 MEP - Dee Condon
44	HITCHCOCK	Hitchcock County School System	Yanis Helm	ESU 15 MEP - Jamie Garner
69	HELPS	Holdrege Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
22	DAKOTA	Homer Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
19	COLFAX	Howells-Dodge Consolidated Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
74	RICHARDSON	Humboldt Table Rock Steinauer	Darlene Rodriguez	ESU 07 MEP - Dee Condon
71	PLATTE	Humphrey Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
38	GRANT	Hyannis Area Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
49	JOHNSON	Johnson County Central Schools (Cook-Tecumseh)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
64	NEMAHA	Johnson-Brock Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
10	BUFFALO	Kearney Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
10	BUFFALO	Kearney West High School	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
01	ADAMS	Kenesaw Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
52	KEYA PAHA	Keya Paha County Schools (Springview)	Rhonda Case	ESU 13 MEP - Kiowa Rogers
53	KIMBALL	Kimball Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
71	PLATTE	Lakeview Community Schools (Columbus)	Gricelda Brabec	ESU 07 MEP - Dee Condon
14	CEDAR	Laurel-Concord Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
19	COLFAX	Leigh Community Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
67	PAWNEE	Lewiston Consolidated Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
24	DAWSON	Lexington Public Schools	Jaymie Hilliard	Lexington MEP - Bob Jones
17	CHEYENE	Leyton Public Schools (Dalton)	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
55	LANCASTER	Lincoln Public Schools	Darlene Rodriguez	Lincoln MEP - Linda Hix
82	SHERMAN	Litchfield Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley

27	DODGE	Logan View Public Schools (Hooper)	Gricelda Brabec	ESU 07 MEP - Dee Condon
69	PHELPS	Loomis Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
13	CASS	Louisville Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
82	SHERMAN	Loup City Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
58	LOUP	Loup County Public Schools (Taylor)	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
08	BOYD	Lynch Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
11	BURT	Lyons-Decatur Northeast Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
59	MADISON	Madison Public Schools	Isaura Barreto	Madison MEP - Alan Ehlers
55	LANCASTER	Malcolm Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
56	LINCOLN	Maxwell Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
32	FRONTIER	Maywood Public Schools	Yanis Helm	ESU 15 MEP - Jamie Garner
73	RED WILLOW	McCook Public Schools	Yanis Helm	ESU 15 MEP - Jamie Garner
93	YORK	McCool Junction Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
60	MCPHERSON	McPherson County Schools (Tryon)	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
78	SAUNDERS	Mead Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
32	FRONTIER	Medicine Valley Public Schools (Curtis)	Yanis Helm	ESU 15 MEP - Jamie Garner
48	JEFFERSON	Meridian Public Schools (Daykin)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
80	SEWARD	Milford Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
28	DOUGLAS	Millard Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
79	SCOTTSBLUFF	Minatare Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
50	KEARNEY	Minden Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
79	SCOTTSBLUFF	Mitchell Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
79	SCOTTSBLUFF	Morrill Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
46	HOOKER	Mullen Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
66	OTOE	Nebraska City Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
02	ANTELOPE	Nebraska Unified District 1 (Clearwater-Orchard)	Isaura Barreto	ESU 07 MEP - Dee Condon
02	ANTELOPE	Neligh-Oakdale Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
26	DIXON	Newcastle Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
59	MADISON	Newman Grove Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
54	KNOX	Niobrara Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
59	MADISON	Norfolk Public Schools	Isaura Barreto	TBD
55	LANCASTER	Norris School District 160 (Hickman)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
27	DODGE	North Bend Central Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon

56	LINCOLN	North Platte Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
40	HALL	Northwest Public Schools	Suyapa Gonzalez	Grand Island MEP - Kris Schneider
11	BURT	Oakland Craig Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
51	KEITH	Ogallala Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
28	DOUGLAS	Omaha Public Schools	Alex Larios	Omaha MEP - Susan Mayberger
45	HOLT	O'Neill Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
88	VALLEY	Ord Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
72	POLK	Osceola Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
70	PIERCE	Osmond Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
24	DAWSON	Overton Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
61	MERRICK	Palmer Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
66	OTOE	Palmyra District OR1	Darlene Rodriguez	ESU 07 MEP - Dee Condon
77	SARPY	Papillion-La Vista Public Schools	Gricelda Brabec	Omaha MEP - Susan Mayberger
67	PAWNEE	Pawnee City Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
51	KEITH	Paxton Consolidated Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
87	THURSTON	Pender Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
68	PERKINS	Perkins County Schools (Grant)	Yanis Helm	ESU 15 MEP - Jamie Garner
70	PIERCE	Pierce Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
70	PIERCE	Plainview Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
13	CASS	Plattsmouth Community Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
10	BUFFALO	Pleasanton Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
26	DIXON	Ponca Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
17	CHEYENE	Potter-Dix Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
28	DOUGLAS	Ralston Public Schools	Gricelda Brabec	Omaha MEP - Susan Mayberger
14	CEDAR	Randolph Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
10	BUFFALO	Ravenna Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
55	LANCASTER	Raymond Central Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
91	WEBSTER	Red Cloud Community Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
06	BOONE & GREELEY	Riverside Public Schools (Cedar Rapids, Spalding)	Gricelda Brabec	ESU 07 MEP - Dee Condon
75	ROCK	Rock County Public Schools (Bassett)	Isaura Barreto	ESU 07 MEP - Dee Condon
05	BLAINE	Sandhills Public Schools (Halsey)	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
54	KNOX	Santee Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon

21	CUSTER	Sargent Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
19	COLFAX	Schuyler Community Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
79	SCOTTSBLUFF	Scottsbluff Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
27	DODGE	Scribner-Snyder Community Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
80	SEWARD	Seward Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
72	POLK	Shelby-Rising City Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
10	BUFFALO	Shelton Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
30	FILLMORE	Shickley Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
17	CHEYENE	Sidney Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
01	ADAMS	Silver Lake Public Schools (Bladen-Roseland)	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
83	SIOUX	Sioux County Public Schools	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
65	NUCKOLLS & CLAY	So. Central NE Unified System 5 (Clay Center, Fairfield, Lawrence, Nelson)	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
25	DEUEL	South Platte Public Schools (Big Springs)	Rosie Cobos	ESU 13 MEP - Kiowa Rogers
77	SARPY	South Sarpy District 46 (Springfield)	Gricelda Brabec	ESU 07 MEP - Dee Condon
22	DAKOTA	South Sioux City Community Schools	TBD	Interim ESU 7 MEP - Dee Condon
74	RICHARDSON	Southeast Nebraska Consolidated Schools (Stella)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
34	GAGE	Southern School District 1 (Wymore)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
33	FURNAS	Southern Valley Schools (Oxford)	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
73	RED WILLOW	Southwest Public Schools (Bartley)	Yanis Helm	ESU 15 MEP - Jamie Garner
06	BOONE	St. Edward Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
47	HOWARD	St. Paul Public Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
84	STANTON	Stanton Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
57	LOGAN	Stapleton Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
49	JOHNSON	Sterling Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
45	HOLT	Stuart Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
24	DAWSON	Sumner-Eddyville-Miller Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
65	NUCKOLLS	Superior Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
56	LINCOLN	Sutherland Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
18	CLAY	Sutton Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
66	OTOE	Syracuse-Dunbar-Avoca Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
11	BURT	Tekamah-Herman Community Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
85	THAYER	Thayer Central Community Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon

86	THOMAS	Theford Public Schools	Jaymie Hilliard	ESU 13 MEP - Kiowa Rogers
48	JEFFERSON	TriCounty Public Schools (Dewitt)	Darlene Rodriguez	ESU 07 MEP - Dee Condon
63	NANCE	Twin River Public Schools (Genoa)	Gricelda Brabec	ESU 07 MEP - Dee Condon
87	THURSTON	UMO N HO N Nation Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
16	CHERRY	Valentine Community Schools	Rhonda Case	ESU 13 MEP - Kiowa Rogers
78	SAUNDERS	Wahoo Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
90	WAYNE	Wakefield Public Schools	Isaura Barreto	TBD
56	LINCOLN	Wallace Public School District 65 R	Yanis Helm	ESU 15 MEP - Jamie Garner
87	THURSTON	Walthill Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
15	CHASE	Wauneta-Palisade Public Schools	Yanis Helm	ESU 15 MEP - Jamie Garner
54	KNOX	Wausa Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
55	LANCASTER	Waverly Schoold District 145	Darlene Rodriguez	ESU 07 MEP - Dee Condon
90	WAYNE	Wayne Community Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
13	CASS	Weeping Water Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
08	BOYD	West Boyd School District	Isaura Barreto	ESU 07 MEP - Dee Condon
45	HOLT	West Holt Public Schools (Atkinson)	Isaura Barreto	ESU 07 MEP - Dee Condon
20	CUMING	West Point Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
28	DOUGLAS	Westside Community Schools District 66 (Omaha)	Gricelda Brabec	Omaha MEP - Susan Mayberger
92	WHEELER	Wheeler Central Schools (Bartlett)	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
76	SALINE	Wilber-Clatonia Public Schools	Darlene Rodriguez	ESU 07 MEP - Dee Condon
50	KEARNEY	Wilcox-Hildreth Public Schools	Aida Olivas	Head Start CFDC Inc. MEP - Kathleen Riley
87	THURSTON	Winnebago Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
90	WAYNE	Winside Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
20	CUMING	Wisner-Pilger Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
40	HALL	Wood River Rural Schools	Lilia Coronado	Head Start CFDC Inc. MEP - Kathleen Riley
14	CEDAR	Wynot Public Schools	Isaura Barreto	ESU 07 MEP - Dee Condon
93	YORK	York Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon
78	SAUNDERS	Yutan Public Schools	Gricelda Brabec	ESU 07 MEP - Dee Condon



BASIC MIGRANT CHILD ELIGIBILITY FACTORS

AGE

- ✓ **The child is younger than age 22.** ESEA § 1115(b)(1)(A); 34 CFR § 200.103(a).

SCHOOL COMPLETION

- ✓ **The child is eligible for a free public education under State law.** ESEA § 1115(b)(1)(A); 34 CFR § 200.103(a).

MOVE

- ✓ **The child moved on his or her own as a migratory agricultural worker/migratory fisher OR the child moved with or to join a parent, spouse, or guardian who is a migratory agricultural worker/migratory fisher.** ESEA § 1309(2); 34 CFR § 200.81(d), (e), and (f).
- ✓ **The move was from one school district to another.** ESEA § 1309(2); 34 CFR § 200.81(e).
- ✓ **The move was a change from one residence to another residence.** ESEA § 1309(2); 34CFR § 200.81(g)
- ✓ **The move was due to economic necessity.** ESEA § 1309(2); 34 CFR § 200.81(g).
- ✓ **The move occurred within the past 36 months.** ESEA § 1309(2); 34 CFR § 200.81(d), (e), and (f).

PURPOSE FOR THE MOVE

- ✓ **One purpose of the worker's move was to seek or obtain qualifying work.** ESEA § 1309(2); 34 CFR § 200.81(c), (g), and (i).

QUALIFYING WORK

- ✓ **The worker sought or obtained temporary or seasonal employment in agricultural or fishing work.** ESEA § 1309(2); 34 CFR § 200.81(a), (b), (j), and (k).



NEBRASKA MIGRANT EDUCATION PROGRAM





NEBRASKA RECRUITER ID&R RESPONSIBILITIES

In order to be effective, recruiters should have adequate knowledge of:

- MEP eligibility requirements
- Be culturally sensitive to the cultures and languages of each family
- Languages spoken by migrant workers and families
- Knowledge of the cycles of seasonal and temporary work as they relate to agriculture and fishing work
- Local agricultural and fishing production and processing activities
- The local school systems, the services available for migrant children and their families, and the most effective strategies for recruiting within each school
- Local roads and the locations of housing where migrants most commonly reside
- MEP services offered by the local operating agency; and
- Other agencies that may provide services to migrant workers and their families, such as Migrant Health, WIA, WIC, and Migrant Head Start
- Know where community organizations are located and the different types of services they offer
- Obtain information provided by parents, guardians, and others regarding the child's eligibility for the MEP
- Make determinations of eligibility
- Accurately and clearly record information that establishes that a child is eligible for the MEP on a COE
- Maintain an ID&R Plan to manage time and effort
- Annual revalidation process
- Submission of Move Notification Forms
- Quality Control: Child Eligibility Initiative
- State ID&R training schedule and attendance

In every case, the recruiter (not the individual interviewed) determines the child's eligibility on the basis of the statute, regulations, and policies that the SEA implements through formal procedures. Because the SEA is responsible for all determinations of MEP eligibility, the information the recruiter records should be specific enough to be understood by a knowledgeable independent reviewer.

IDENTIFICATION & RECRUITMENT TIPS

Tips a recruiter could use to prepare before the interview:

- Pre-screen the family prior to the visit
- Utilize the state's migrant student database and MSIX to gain available information in advance, e.g., previous school records.
- Utilize referral services prior to the visit so that you bring useful resources for the family/OSY
- Need to arrange for a translator to accompany during the interview (if necessary) and let the family know two people will conduct the interview.
- Dress neatly, but not too formally, so that the family is comfortable
- Let all appropriate parties (schools, employers, housing unit manager) know your reason for contacting families
- Review the basic child eligibility factors to be disc used at the interview
- Bring your personal digital assistance, laptop, COE forms and writing materials

Tips a recruiter could and in some cases must use during the interview:

- Observe the surroundings
- Take notes on a secondary notepad before completing the COE
- Use a conversational tone
- Practice active listening
- Repeat or reword questions
- Answer questions and take notes for follow up
- Ask for additional information when facts are unclear
- Review the information with the parent/guardian/OSY
- Allow the parent/guardian/OSY an opportunity to read the FERPA or the recruiter could read the FERPA to the person signing the COE
- Thank the interviewee and ask for referrals
- Introduce yourself and explain the purpose of the visit
- Find common ground with the family or youth that you are interviewing

Tips after an interview:

- Contact agencies (with family's prior permission) with referral information needed to address other needs outside the scope of the MEP.
- Consult with the translator (if applicable) to verify all information was recorded correctly.
- Record the interview in the recruiter log and complete the mileage log
- Thank all parties involved for their cooperation/assistance
- Update the state migrant student database

NEBRASKA MIGRANT EDUCATION PROGRAM



NEBRASKA AGRICULTURE AT-A-GLANCE

County	Seasonal									Temporary								
	Soy Beans	Dry Beans	Corn	Fruits/Vegetables	Sugar Beets	Nursery	Grain	Farm Hand	Vineyard	Poultry Production	Beef Production	Pork Production	Food Processing	Feed Lot	Hog Farm	Dairy	Ranching	Egg
Adams			√		√						√			√				
Antelope			√												√	√		
Box Butte		√	√	√	√	√	√	√										
Brown								√					√	√				
Buffalo			√				√	√			√		√			√		
Butler																√		
Cedar				√												√		
Chase				√	√		√						√	√			√	
Cheyenne													√					
Clay			√				√									√		
Colfax	√										√		√	√				
Cuming																√		
Custer											√				√		√	
Dakota											√							
Dawes							√											
Dawson				√				√	√		√		√	√				
Dixon										√			√		√	√		√
Douglas			√			√					√		√					
Dundy			√	√							√		√				√	
Furnas			√												√	√		
Gage																√		
Gosper															√			
Hall		√	√	√	√						√		√					
Harlan														√				
Hamilton			√															
Hayes			√										√					
Hitchcock			√														√	
Holt				√									√					
Jefferson																√		
Johnson										√								
Kearney													√	√	√			
Keith		√		√	√										√			
Lancaster				√		√				√			√					
Lincoln				√									√				√	
Madison			√	√							√					√		
Morill			√	√	√													
Otoe				√									√		√			
Perkins											√		√					
Phelps			√										√	√			√	
Pierce			√	√														
Platte			√	√									√	√	√			
Polk													√		√	√		

NEBRASKA MIGRANT EDUCATION PROGRAM



County	Seasonal									Temporary								
	Soy Beans	Dry Beans	Corn	Fruits/Vegetables	Sugar Beets	Nursery	Grain	Farm Hand	Vineyard	Poultry Production	Beef Production	Pork Production	Food Processing	Feed Lot	Hog Farm	Dairy	Ranching	Egg
Red Willow																√		
Rock											√							
Saline												√						
Saunders				√														
Scottsbluff		√	√		√													
Seward			√															
Sheridan					√													
Sherman								√									√	
Wayne			√													√		
Webster														√	√		√	
York			√											√				
Total	1	4	21	16	8	3	5	5	1	3	11	2	6	18	15	16	8	1



NEBRASKA MIGRANT EDUCATION PROGRAM



AGRIBUSINESS CONTACT SHEET

QUALIFY <input type="checkbox"/>	DNQ <input type="checkbox"/>
----------------------------------	------------------------------

Business Name:

Address:

County:

City:

State:

Zip Code:

Contact Name & Position:

Contact Phone:

Website:

Type of business:

Hires temporary seasonal Peak hiring time _____

Activities:

Notes:

Completed by:



NEBRASKA MIGRANT EDUCATION PROGRAM



NEBRASKA MIGRANT EDUCATION PROGRAM



QUALIFYING ACTIVITY LIST 2015-16

ALFALFA	APPLE ORCHARD	BEEF PRODUCTION & PROCESSING
ALFALFA - BAILING	APPLES - GRADING	BEEF - CUTTING
ALFALFA - CHOPPING	APPLES - HARVESTING	BEEF - DEBONING
ALFALFA - CUTTING	APPLES - PACKAGING	BEEF - EVISCERATING
ALFALFA - FERTILIZING	APPLES - PICKING	BEEF - HANGING
ALFALFA - HARVESTING	APPLES - SORTING	BEEF - PACKAGING
ALFALFA - IRRIGATING	APPLES - WASHING	BEEF - SKINNING
ALFALFA - PELLETING	APPLES - WEIGHING	BEEF - SLAUGHTERING
ALFALFA - PLANTING	APPLES - SLICING	BEEF - SPLITTING CARCASSES
ALFALFA - PREPARING FIELD	APPLE TREE - PLANTING	BEEF - TRIMMING
ALFALFA - SPRAYING	APPLE TREE - PRUNING	
FEEDLOT/RANCH	CHICKEN PRODUCTION & PROCESSING	CHICORY
CATTLE - BRANDING	CHICKEN - CATCHING	CHICORY - CULTIVATING
CATTLE - BREEDING	CHICKEN - CUTTING	CHICORY - FERTILIZING
CATTLE - CALVING	CHICKEN - EVISCERATING	CHICORY - HARVESTING
CATTLE - CLEANING PENS	CHICKEN - FEEDING	CHICORY - IRRIGATING
CATTLE - FEEDING	CHICKEN - PACKAGING	CHICORY - PLANTING
CATTLE - FENCING	CHICKEN - PEN CLEANING	CHICORY - PREPARING FIELD
CATTLE - HERDING	CHICKEN - PREPARING FEED	CHICORY - WEEDING
CATTLE - PEN RIDING	CHICKEN - SLAUGHTERING	
CATTLE - PREPARING FEED	CHICKEN - SORTING	
CATTLE - SORTING	CHICKEN - TRIMMING BEAK	
CATTLE - STUNNING	CHICKEN - VACCINATING	
CATTLE - TAGGING		
CATTLE - VACCINATING		
CORN	DAIRY FARM	DRY BEANS
CORN - CULTIVATING	DAIRY COWS - CALVING	DRY BEANS - CULTIVATING
CORN - DETASSELING	DAIRY COWS - CLEANING STALLS	DRY BEANS - HARVESTING
CORN - FERTILIZING	DAIRY COWS - FEEDING	DRY BEANS - IRRIGATING
CORN - HARVESTING	DAIRY COWS - HERDING	DRY BEANS - PLANTING
CORN - IRRIGATING	DAIRY COWS - MILKING	DRY BEANS - PREPARING FIELD
CORN - PLANTING		DRY BEANS - WEEDING
CORN - PREPARING FIELD		
CORN - ROGUING		

NEBRASKA MIGRANT EDUCATION PROGRAM



CORN - SORTING

EGGS

EGGS - PACKAGING

EGGS - SORTING

ELEVATOR

ELEVATOR - MIXING FEED

ELEVATOR - UNLOADING GRAIN

FARM HAND

FARM HAND-MENDING FENCE

FISHING

FISH - CATCHING

FISH - CLEANING

FISH - CUTTING

FISH - DRESSING

FISH - PACKAGING

FISH - SCALING

FISH - SORTING

HOG FARM

HOG - BREEDING

HOG - CLEANING PENS

HOG - FEEDING

HOG - PREPARING FEED

HOG - TAGGING

HOG - VACCINATING

HOG - WASHING

MILO

MILO - CULTIVATING

MILO - HARVESTING

MILO - IRRIGATING

MILO - PLANTING

MILO - PREPARING FIELD

MILO - ROGUING

NURSERY

NURSERY - CULTIVATING

NURSERY - FERTILIZING

NURSERY - IRRIGATING

NURSERY - PLANTING

NURSERY - POTTING

NURSERY - PRUNING

NURSERY - THINNING

NURSERY - WEEDING

ONIONS

ONIONS - FERTILIZING

ONIONS - HARVESTING

ONIONS - PLANTING

ONIONS - PREPARING FIELD

ONIONS - SORTING

ONIONS - THINNING

ONIONS - WEEDING

PEACHES

PEACHES - HARVESTING

PEACHES - PICKING

PEACH - PRUNING TREES

PEACHES - SORTING

PECANS

PECANS - PLANTING

PECANS - HARVESTING

POPCORN

POPCORN - PREPARING FIELD

POPCORN - PLANTING

POPCORN - CULTIVATING

POPCORN - HARVESTING

POPCORN - IRRIGATING

PORK PRODUCTION & PROCESSING

PORK - EVISCERATING

PORK - MEAT CUTTING

PORK - PACKAGING

PORK - SKINNING

PORK - SLAUGHTERING

PORK - STUNNING

POTATOES

POTATOES - CULTIVATING

POTATOES - HARVESTING

POTATOES - IRRIGATING

POTATOES - PLANTING

POTATO - PREPARING FIELD

POTATOES - SORTING

TURKEY PRODUCTION & PROCESSING

TURKEY - CUTTING

TURKEY - PACKAGING

TURKEY - SORTING

TURKEY - SLAUGHTERING

TURKEY - TRIMMING BEAKS

PUMPKINS

PUMPKINS - CULTIVATING

PUMPKINS - FERTILIZING

PUMPKINS - HARVESTING

PUMPKINS - IRRIGATING

PUMPKINS - PLANTING

PUMPKIN - PREPARING FIELD

NEBRASKA MIGRANT EDUCATION PROGRAM



POTATOES - THINNING

POTATOES - WEEDING

PUMPKINS - WEEDING

SHEEP

SHEEP - FEEDING

SHEEP - HERDING

SHEEP - SHEERING

SOYBEANS

SOY BEAN - PREPARING FIELD

SOY BEANS - CULTIVATING

SOY BEANS - FERTILIZING

SOY BEANS - HARVESTING

SOY BEANS - IRRIGATING

SOY BEANS - PLANTING

SUGAR BEETS

SUGAR BEETS - CULTIVATING

SUGAR BEETS - FERTILIZING

SUGAR BEETS - HARVESTING

SUGAR BEETS - IRRIGATING

SUGAR BEETS - PREPARING FIELD

SUGAR BEETS - SORTING

SUGAR BEETS - THINNING

SUGAR BEETS - UNLOADING

SUGAR BEETS - WASHING

SUGAR BEETS - WEEDING

SUGAR BEETS - WEIGHING

SUNFLOWERS

SUNFLOWER - CULTIVATING

SUNFLOWER - FERTILIZING

SUNFLOWER - HARVESTING

SUNFLOWER - IRRIGATING

SUNFLOWER - PLANTING

SUNFLOWER - PREPARING FIELD

SUNFLOWER - WEEDING

TOMATOES

TOMATOES - CLEANING PLANTS

TOMATOES - PACKAGING

TOMATOES - PICKING

TOMATOES - PLANTING

TOMATOES - SORTING

TOMATOES - WEEDING

VINEYARD

GRAPES - HARVESTING

GRAPES - IRRIGATING

GRAPES - PICKING

GRAPES - PREPARING BEDDING

GRAPE VINE - CLEANING

GRAPE VINE - PLANTING

GRAPE VINE - PRUNING

GRAPE VINE - REPAIRING FENCE

GRAPE VINE - TRANSPLANTING

GRAPE VINE - TYING

GRAPE VINE - WEEDING

VINEYARD - REPAIRING FENCE

WATERMELON

WATERMELONS - CULTIVATING

WATERMELONS - FERTILIZING

WATERMELONS - HARVESTING

WATERMELONS - PICKING

WATERMELONS - PLANTING

WATERMELON - PREPARING FIELD

WHEAT

WHEAT - CULTIVATING

WHEAT - FERTILIZING FIELDS

WHEAT - HARVESTING

WHEAT - IRRIGATING

WHEAT - PLANTING

WHEAT - PREPARING FIELD



NEBRASKA MIGRANT EDUCATION PROGRAM





Identification & Recruitment Parent Survey

How long has your family lived at your present address? ___years ___months

Has your family moved in the last 3 years? Yes No

Has anyone in your family worked in anything related to the jobs listed below? Yes No



Feed cattle,
Processing, Packing



Dairy



Eggs



Cultivation,
Preparation of soil



Fishing



Harvest (fruit and
vegetables)



Trees- Planting,
cutting



Greenhouse, Nursery,
Sod

Name of Parents _____

Please list all children less than 22 years of age

First	Last	Sex	School	Grade	Date of Birth

Telephone: _____ Best time to call: _____

Address _____



Encuesta para los padres

¿Cuánto tiempo tiene su familia viviendo en esa dirección? ____ años ____ meses

¿Tiene su familia más de tres años seguidos aquí en esta ciudad? Si No

¿Alguien en su familia trabajó alguna vez en algo relacionado con las figuras abajo? Si No



Ganado,
Procesando,
Empacando



Lechería



Huevo



Cultivando,
Preparación de Tierra



Pescado



Cosechando (frutas y
verduras)



Árboles- Vivero
Derribar o Cortar



Invernadero, Cultivar,
Pasto

Nombre de los Padres _____

Favor de escribir todos los nombres de los niños que viven en la casa (menores de 22 años)

Nombre	Apellido	Sexo	Escuela	Grado	Fecha de Nacimiento

Teléfono: _____ Mejor horario para llamar: _____

¿Cuál es su dirección? _____

NEBRASKA MIGRANT EDUCATION PROGRAM



Nebraska Migrant Education Program National COE

COE Year _____ COE ID _____		Project ID: _____		COE Date _____							
I. FAMILY DATA:											
1a Male Parent: Last Name 1 _____ Last Name 2 _____		Project Name: First Name _____ Middle Name _____ Suffix _____		Project ID: Last Name 2 _____ Suffix _____							
1b Female Parent: Last Name 1 _____ Last Name 2 _____		Project Name: First Name _____ Middle Name _____ Suffix _____		Project ID: Last Name 2 _____ Suffix _____							
2a Current Address: _____		2b City: _____		3 Telephone: _____							
II. CHILD DATA											
<input type="checkbox"/> OSY	Child # _____	4a Last Name 1 _____	2b Last Name 2 _____	5 Suffix _____	6 First Name _____	7 Middle Name _____	8 G _____	9 Birth Date _____	10 MB _____	11 Birth Code _____	12 Residency Date _____
	13a Birth City _____	13b Birth State _____	13c Birth Country _____	13d BC Y/N _____	13e Race _____	17 Enroll Date _____	18 Grade _____	19 NE Building Code _____			
<input type="checkbox"/> OSY	Child # _____	4a Last Name 1 _____	2b Last Name 2 _____	5 Suffix _____	6 First Name _____	7 Middle Name _____	8 G _____	9 Birth Date _____	10 MB _____	11 Birth Code _____	12 Residency Date _____
	13a Birth City _____	13b Birth State _____	13c Birth Country _____	13d BC Y/N _____	13e Race _____	17 Enroll Date _____	18 Grade _____	19 NE Building Code _____			
<input type="checkbox"/> OSY	Child # _____	4a Last Name 1 _____	2b Last Name 2 _____	5 Suffix _____	6 First Name _____	7 Middle Name _____	8 G _____	9 Birth Date _____	10 MB _____	11 Birth Code _____	12 Residency Date _____
	13a Birth City _____	13b Birth State _____	13c Birth Country _____	13d BC Y/N _____	13e Race _____	17 Enroll Date _____	18 Grade _____	19 NE Building Code _____			
<input type="checkbox"/> OSY	Child # _____	4a Last Name 1 _____	2b Last Name 2 _____	5 Suffix _____	6 First Name _____	7 Middle Name _____	8 G _____	9 Birth Date _____	10 MB _____	11 Birth Code _____	12 Residency Date _____
	13a Birth City _____	13b Birth State _____	13c Birth Country _____	13d BC Y/N _____	13e Race _____	17 Enroll Date _____	18 Grade _____	19 NE Building Code _____			

NEBRASKA MIGRANT EDUCATION PROGRAM



Form #07-006

Nebraska Department of Education
 PO Box 94987, 301 Centennial Mall South Lincoln, NE 68509-4987
 Nebraska Migrant Education Program National COE

COE Year _____ COE ID _____ COE Date _____

III. QUALIFYING MOVE & WORK

- The child(ren) listed above moved from a residence in _____ / _____ / _____ to a residence in _____ / _____ / _____.
 a. on own as worker, OR with the worker, OR to join or precede the worker
 b. The worker, _____, is the child OR child's parent spouse guardian.
 i. (Complete if "to join or precede" is checked in 2a.) The worker moved on _____, The child(ren) moved on _____, (provide comment) _____
- The Qualifying Arrival Date was _____
- The worker moved due to economic necessity in order to obtain:
 - qualifying work, and obtained qualifying work, OR
 - any work, and obtained qualifying work soon after the move, OR
 - qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:
 - The worker has a prior history of moves to obtain qualifying work (provide comment), OR
 - There is credible evidence that the worker actively sought qualifying work soon after the move (provide comment)
- The qualifying work, * _____, was (make a selection in both a. and b.):
 - seasonal OR temporary employment
 - agricultural OR fishing work

*If applicable, check:
 Personal subsistence (provide comment)
- (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
 - worker's statement (provide comment), OR
 - employer's statement (provide comment), OR
 - State documentation for _____

IV. COMMENT WHEN APPLICABLE

Section III - 1. Indicate Prior Residence (City, State, Country) of parent/guardian, if different from child(ren) _____

Section III - 2a. Indicated why the Residency Date of parent/guardian differs from child(ren), if applicable _____

Section III - 5. Qualifying Work Name of Employer/City/State _____ State: _____ Activity: _____

Section III - 4a. Statement of Prior History _____ Date: (MM/DD/YYYY) _____

Section III - 4a. Statement of Credible Evidence _____

Section III - 5c. Personal Subsistence _____

Section III - 6a. Worker's Statement. Indicate the length of time at qualifying activity _____

Section III - 6b. Employer's Statement. Indicate the length of time at qualifying activity _____

V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE

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, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

Signature _____ Relationship to the child(ren) _____ Date: (MM/DD/YYYY) _____

Educational use of information has been explained to me (FERPA). YES NO

VI. ELIGIBILITY DATA CERTIFICATION

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. 1001.

Signature of interviewer _____ Signature of Designated LEA Reviewer _____ Signatures of MIES2000 Data Entry _____

Date _____ Date _____ Date Entered into MIES2000 _____

Date:		MEP Project Region:			COE# or MEP ID:						
Name:				<input type="checkbox"/> Male <input type="checkbox"/> Female		Age:					
Address/Camp:			Phone:		Optional: How long is youth planning on being in the area?						
Has access to transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No		Last grade attended? (Check)		When?		Where?					
English oral language proficiency: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 1 st grade/ <i>primero de primaria</i> <input type="checkbox"/> 2 nd grade/ <i>segundo de primaria</i> <input type="checkbox"/> 3 rd grade/ <i>tercero de primaria</i> <input type="checkbox"/> 4 th grade/ <i>cuarto de primaria</i> <input type="checkbox"/> 5 th grade/ <i>quinto de primaria</i> <input type="checkbox"/> 6 th grade/ <i>sexto de primaria</i>		<input type="checkbox"/> 7 th grade/ <i>primero de secundaria</i> <input type="checkbox"/> 8 th grade/ <i>segundo de secundaria</i> <input type="checkbox"/> 9 th grade/ <i>tercero de secundaria</i> <input type="checkbox"/> 10 th grade/ <i>primer y segundo semestres de preparatoria (Bachillerato)</i> <input type="checkbox"/> 11 th grade/ <i>tercer y cuarto semestres de preparatoria (Bachillerato)</i> <input type="checkbox"/> 12 th grade/ <i>quinto y sexto semestres de preparatoria (Bachillerato)</i>							
Home language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:											
Health needs: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental <input type="checkbox"/> Urgent <input type="checkbox"/> Other:				Advocacy Needs: <input type="checkbox"/> Legal <input type="checkbox"/> Childcare <input type="checkbox"/> Translation/Interpretation <input type="checkbox"/> Other:							
Youth lives: <input type="checkbox"/> With a crew <input type="checkbox"/> With friends outside of work <input type="checkbox"/> With his/her parents/family <input type="checkbox"/> With spouse & kids <input type="checkbox"/> With kids <input type="checkbox"/> Alone				Reason for leaving school: <input type="checkbox"/> Lacking credits <input type="checkbox"/> Needed to work <input type="checkbox"/> Missed State test <input type="checkbox"/> Other:							
Expressed interests in: <input type="checkbox"/> Learning English <input type="checkbox"/> Job training <input type="checkbox"/> GED <input type="checkbox"/> Earning a diploma <input type="checkbox"/> Not sure <input type="checkbox"/> No interests <input type="checkbox"/> Other:				Availability: (Check)							
					Su	M	T	W	Th	F	Sa
				Morning							
				Afternoon							
				Evening							
At interview, youth received: <input type="checkbox"/> Educational materials <input type="checkbox"/> Support services <input type="checkbox"/> OSY welcome bag <input type="checkbox"/> Referral(s) (list in comments) <input type="checkbox"/> Other:				Youth is a candidate for: <input type="checkbox"/> HS diploma <input type="checkbox"/> Health education <input type="checkbox"/> Life skills <input type="checkbox"/> Pre GED/GED <input type="checkbox"/> Job training <input type="checkbox"/> PASS <input type="checkbox"/> HEP <input type="checkbox"/> Career exploration <input type="checkbox"/> MP3 player <input type="checkbox"/> Adult Basic Education <input type="checkbox"/> ESL <input type="checkbox"/> CAMP <input type="checkbox"/> Other:							
Comments:											

Revised October 15, 2012



NEBRASKA MIGRANT EDUCATION PROGRAM





NEBRASKA MIGRANT EDUCATION PROGRAM



ELECTRONIC COE CHECKLIST

I. Family Data

- Enter the COE Year and Project's ID.
- Male Parent** - Enter biological father or adoptive father's full legal name.
- Female Parent** - Enter biological mother or adoptive mother's full legal name.
- Male Guardian** - Enter male guardian's full legal name or male OSY's full legal name.
- Female Guardian** - Enter female guardian's name full legal name or female OSY's full legal name.
- Current Address** - Provide current physical address - If the physical address is different from the mailing address, provide the mailing address in Address 2 field of the COE.
 - Current Address
 - Address 2
 - City
 - State
 - Zip Code
- Phone 1 and Phone 2** - Provide telephone number with 3 digit area code
It has a **ten-digit** entry (e.g., 123-456-7890; if available).
- Email** - Provide email (if available).

The screenshot shows the MIS 2000 - NE33 application window. The top menu bar includes Record, Procedures, Reports, Preferences, COE, Go, View, and Help. The main content area is divided into two sections: 'COE Data' and 'COE Family'.

COE Data Section:

- Fields for COE Year (2015), COE Date, Project ID, and COE Number.
- Buttons for Search COE and Clear.
- Metadata: Created: 3/9/2015 8:35:55 AM, Modified: [blank].
- Checkboxes for Show Incomplete Only and Show Approved Only.
- Submit button.

COE Family Section:

- Male Parent:** Fields for Last Name 1, Last Name 2, Suffix, First Name, Middle Name, and a Search button.
- Female Parent:** Fields for Last Name 1, Last Name 2, Suffix, First Name, Middle Name.
- Male Guardian:** Fields for Last Name 1, Last Name 2, Suffix, First Name, Middle Name, and a Search button.
- Female Guardian:** Fields for Last Name 1, Last Name 2, Suffix, First Name, Middle Name.
- Current Address:** Fields for Current Address and Address 2.
- City, State, Zip:** Fields for City, State (dropdown menu showing 'NE'), and Zip.
- Phone and Email:** Fields for Phone 1, Phone 2, and Email.

At the bottom of the window, there are tabs for Family, Eligibility, Child(ren), and Signatures.

II. Eligibility Data: Items 1-3

- **1** - Complete the information about where the child is relocating from and to.
 - Indicate **prior residence** of parent/guardian, if different from child(ren) – City, State, Country.
 - Provide comment in the Prior Residence Comments field of COE if applicable.
- **2a** - The child(ren) moved: Select either **on own as worker, with the worker, or to join or precede the worker** (type of move).
- **2b** - The worker: Indicate full legal name of worker and select either **child, parent, spouse, or guardian** (relationship to child).
 - *list one worker only
- **2bi** - Complete if “to join or precede” is selected in 2a
 - Provide the date the worker moved and the date the child(ren) moved. Indicate why the **residency date** of parent/guardian differs from child(ren).
- **3 - Qualifying Arrival Date (QAD)** refers to the date on which the qualifying move was completed. It has a **six-digit** entry (e.g., 88/88/88). In general, the QAD is the date that both the child and worker completed the move.

MIS 2000 - NE33

Record Procedures Reports Preferences COE Go View Help

COE Data

COE Year COE Date Project ID COE Number

2015 3/9/2015 NEESU7

Search COE Clear

Created: 3/9/2015 8:35:55 AM

Modified:

Show Incomplete Only Show Approved Only

Incomplete Submit

Qualifying Move & Work

Items 1 - 3 Items 4 - 5 Item 6

1. The child(ren) listed on this form moved from a residence in

From School District City State Country

To School District City State

to a residence in NE

Indicate prior residence (City, State, Country) of parent / guardian, if different from child(ren)

Prior Residence Comments

City State Country

2. The child(ren) moved (complete both a. and b.):

a. [Dropdown]

b. The worker, [Dropdown] is the child or the child's [Dropdown]

i. (Complete if "to join or precede" is checked in 2a.) The worker moved on [Text] The child(ren) moved on [Text]

Indicate why the residency date of parent/guardian differs from child(ren), if applicable

3. The Qualifying Arrival Date (QAD) was [Text]

Family Eligibility Child(ren) Signatures



NEBRASKA MIGRANT EDUCATION PROGRAM



II. Eligibility Data: Items 4-5

- 4** -The worker moved due to economic necessity: Select **a, b, or c.**
- 4ci or 4cii** - If "c" is selected for question 4 select i or ii - Provide comment accordingly.
- 4ci Statement of Prior History** – Provide prior history activity (noun and verb describing the work) and location(city, state) work took place.
- 4cii Statement of Credible Evidence** – Explain evidence in comment section and submit to NDE supporting documentation where available.
- 5** - The qualifying work: Select activity from drop down menu.
- 5a** - Select either **seasonal or temporary.**
- 5b** - Select either **agricultural or fishing work.**
- Qualifying Work** – Name of Employer, City, and State.
 - Submit Agribusiness Form prior to submitting COE if business is not on the list of qualifying employers.
- 5c - Personal Subsistence:** Check if applicable and provide comment if applicable

MIS 2000 - NE33

Record Procedures Reports Preferences COE Go View Help

COE Data

COE Year: 2015 COE Date: 3/9/2015 Project ID: NEESU7 COE Number: []

Search COE [] Clear []

Created: 3/9/2015 8:35:55 AM Modified: []

Show Incomplete Only Show Approved Only

Incomplete [Submit]

Qualifying Move & Work

Items 1 - 3 | **Items 4 - 5** | Item 6

4. The worker moved due to economic necessity in order to obtain: []

If worker did not obtain the qualifying work: []

4ci - Statement of Prior History Comments []

4cii - Statement of Credible Evidence Comments []

Qualifying Activity Comments []

describe the agricultural or fishing work []

5. The Qualifying work was (make a selection in both a. and b.):

a. [Temporary/Seasonal] b. [Fishing/Agriculture]

* If applicable, check 5c. Personal Subsistence

Personal Subsistence Comments []

Employer Name [] City [] State []

Family | **Eligibility** | Child(ren) | Signatures



NEBRASKA MIGRANT EDUCATION PROGRAM



II. Eligibility Data: Item 6

6 Select a, b, or c if "temporary" is checked in 5a..

6a - Worker's Statement

If selected, provide comment detailing the length of time the worker indicated he/she would be at the qualifying activity (# of days, weeks, or months).

6b - Employer's Statement

If selected, provide comment detailing length of time the employer indicated the worker would be at the qualifying activity (# of days, weeks, or months).

6c - State Documentation

This section is not applicable.

The screenshot shows the MIS 2000 - NE33 application window. The menu bar includes Record, Procedures, Reports, Preferences, COE, Go, View, and Help. The main area is titled "COE Data" and contains fields for COE Year (2015), COE Date (3/9/2015), Project ID (NEESU7), and COE Number. Below these are search and clear buttons, navigation icons, and a "Submit" button. The "Qualifying Move & Work" section is active, showing "Item 6" selected. The instruction reads: "6. (Complete if 'temporary' is checked in #5a) The work was determined to be temporary employment based on:". Below this are three text input areas labeled "6a - Worker's Statement - Indicate the length of time at qualifying activity", "6b - Employer's Statement - Indicate the length of time at qualifying", and "6c - State documentation for:". The bottom of the window has tabs for Family, Eligibility, Child(ren), and Signatures.



NEBRASKA MIGRANT EDUCATION PROGRAM



III. Children Data

OSY

- If child is an Out-of-School-Youth (OSY) select OSY and then complete the OSY Profile under the Student Data view of the COE.

Last Name(s)

- Child's legal last name(s) – Last Name 1, Last Name 2 (If child does not have a Last Name 2 leave COE field blank).

- All** children listed on COE must have the **same biological/adoptive parent(s) and/or guardian(s)** (Children may not necessarily have the same last name due to naming practices of their cultural group).

Suffix

- When applicable, record the child's generation in the family/suffix (e.g., Jr., Sr., III, 3rd); otherwise leave blank.

First Name

- Enter child's legal first name – **NO NICKNAMES.**

Middle Name

- Enter child's legal middle name – **NO NICKNAMES.**

Gender

- Enter child's gender; M for Male, F for Female.

Child's Date of Birth (DOB)

- Enter child's DOB (Ensure that **all** children listed on the COE were **born before the QAD**) - **Dates** have a **six-digit entry** (e.g., 88/88/88).

The screenshot shows the MIS 2000 - NE33 interface. The top menu includes Record, Procedures, Reports, Preferences, COE, Go, View, and Help. The 'COE Data' section contains fields for COE Year (2015), COE Date (3/9/2015), Project ID (NEESU7), and COE Number. It also has 'Search COE' and 'Clear' buttons, and a 'Submit' button. Below this is the 'Child(ren) Information' section with various dropdown menus and text boxes for fields like Last Name, First Name, Middle, Gen, Birthdate, Age, MB, BC, Res. Date, Birth City, State, Country, B.C., Ethnicity/Race, Type, Enr. Date, Grade, NE Code, Facility Name, School Year, and District of Residence. At the bottom, there are tabs for Family, Eligibility, Child(ren), and Signatures.



NEBRASKA MIGRANT EDUCATION PROGRAM



III. Children Data: Age, Birth Codes

Age

- Age is automatically computed by MIS2000.

Multiple Birth

- Multiple birth - Is the child a twin or triplet, etc.? Y for Yes, N for No .

Birth Code

- Birth code- Record the last two numbers that correspond to the evidence used to confirm each child's birth date .

A birth certificate is the best evidence of the child's birth date, if available. If a birth certificate is not available, the interviewer may use another document to confirm the child's birth date, including any of those listed below.

- 1003 – baptismal or church certificate;
- 1004 – birth certificate;
- 1005 – entry in family Bible;
- 1006 – hospital certificate;
- 1007 – parent's affidavit; (Verbal only.)
- 1008 – passport;
- 1009 – physician's certificate;
- 1010 – previously verified school records;
- 1011 – State-issued ID;
- 1012 – driver's license;
- 1013 – immigration document;
- 2382 – life insurance policy; or
- 9999 – other. (No flag for OSY, just other. OSY is being flagged on the front of the COE).

The screenshot shows the MIS 2000 - NE33 interface. The top menu includes Record, Procedures, Reports, Preferences, COE, Go, View, and Help. The main section is titled 'COE Data' and contains fields for COE Year (2015), COE Date (3/9/2015), Project ID (NEESU7), and COE Number. There are buttons for 'Search COE', 'Clear', and 'Submit'. Below this, it shows 'Created: 3/9/2015 8:35:55 AM' and 'Modified:'. There are checkboxes for 'Show Incomplete Only' and 'Show Approved Only'. A blue 'Incomplete' label is visible. The 'Child(ren) Information' section includes fields for Last Name, LastName2, Suffix, First Name, Middle, Gen, Birthdate, and Age. There are checkboxes for 'Pending' and 'OSY'. Below this are fields for MB, BC, Res. Date, Birth City, State, Country, B.C., and Ethnicity / Race (Hispanic, RC1-RC5). There are also fields for Type, Enr. Date, Grade, NE Code, Facility Name, and School Year. At the bottom, there are tabs for 'Family', 'Eligibility', 'Child(ren)', and 'Signatures'.

If written evidence is not available, the interviewer may rely on a parent's or emancipated youth's verbal statement. In such cases, the interviewer should record "07" – the number that corresponds to "parent's affidavit."



NEBRASKA MIGRANT EDUCATION PROGRAM



III. Children Data: RES, Birth Residence, Race, Ethnicity

- Residency Date** has a **six-digit** entry (e.g., 88/88/88). It is the date the child(ren) arrive at the city of residence. The residency date and the QAD are the same only if the most current move enables the worker to obtain or seek qualifying agricultural or fishing employment. A subsequent move for a reason other than obtaining qualifying work would create a new residency date, **but would not change the QAD.**
- City of child's birth** - Indicate child's city of birth.
- State of child's birth** abbreviation (e.g., NE) - At this time the USA and Mexico are the only countries that have state codes available in MIS.
- Country of child's birth (e.g., USA)** – Select the appropriate 3 letter code for the child's country of birth.
- Binational?** Y for Yes, N for No
Federal Definition: A Binational student is an eligible student who has moved between Mexico and the U.S. with his/her parents or as an emancipated youth at least once in the last 36 months.
- Hispanic or Latino?** Y for Yes, N for No
Federal Definition: The Office of Management and Budget defines Hispanic or Latino referring to “a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.” People who identify their origin as Hispanic, Latino, or Spanish may be any race.
- Race of the child** - Select appropriate race code.
 AM = American Indian or Alaska Native; AS = Asian;
 BL = Black or African American; PI = Native Hawaiian or Other Pacific Islander; WH = White.

The screenshot shows the MIS 2000 - NE33 interface. The top menu includes Record, Procedures, Reports, Preferences, COE, Go, View, and Help. The main area is divided into two sections:

COE Data
 COE Year: 2015, COE Date: 3/9/2015, Project ID: NEESU7, COE Number: [empty]
 Search COE [button] Clear [button]
 Created: 3/9/2015 8:35:55 AM
 Modified: [empty]
 Show Incomplete Only Show Approved Only
 Incomplete [button] Submit [button]

Child(ren) Information
 Pending OSY
 Last Name, Last Name2, Suffix, First Name, Middle, Gen, Birthdate, Age
 MB, BC, Res. Date, Birth City, State, Country, B.C., Ethnicity / Race (Hisp, RC1, RC2, RC3, RC4, RC5)
 Type, Enr. Date, Grade, NE Code, Facility Name, School Year
 District of Residence, Comment
 Table with columns: Last Name, First Name, Enroll Date, Facility Name, Grade
 Family, Eligibility, Child(ren), Signatures



NEBRASKA MIGRANT EDUCATION PROGRAM



III. Children Data: Enrollments

☐ **Type of enrollment** – R for regular school year, S for summer, or I for intersession.

☐ **R-Regular:** For schools that operate on a traditional calendar, the regular school year is the period of time from the beginning of school in your state in the fall to the end in the spring, generally from September to June. For schools that operate on a year-round schedule without a traditional long summer break, the regular school term is the aggregate of all those periods throughout the year when the school (or part of the school) is in session providing the annual amount of instruction analogous to the traditional school-year regular term.

☐ **S-Summer:** In a school district that operates a traditional-calendar school year, the period of time after the regular school year has ended and before the next school year begins, typically from May/June to August/September. Year-round schools are not considered to have summer terms. Any break in the regular term of a year-round school is considered an intersession term, regardless of what season of the year in which it occurs.

☐ **I-Intersession:** For schools on a year-round calendar, an intersession term is the aggregate of all those periods throughout the year when the school (or part of the school) is not in session or not providing the annual instruction analogous to the traditional school-year regular term only for a cohort of students. Even though the intersession periods occur at different times throughout the year, those periods are not considered a single term. Thus, a student who participates in intersession programs in October, February, and June would be counted as participating in one Intersession term (not three).

☐ The **enrollment date:** The enrollment date is the first day a student attends an academic program during the specific performance period. If the child is a resident only, then the ENR date is the first date that they arrived at the city of residence during the specific performance period.

☐ The **grade level** is entered unless the child is **not enrolled** in an academic program. Indicate this by entering **RE** for resident only. Use the following codes of **PK** for Preschool and **UG** for Ungraded.

The screenshot shows the MIS 2000 - NE33 interface. At the top, there is a menu bar with options: Record, Procedures, Reports, Preferences, COE, Go, View, Help. Below the menu is the 'COE Data' section, which includes fields for COE Year (2015), COE Date (3/9/2015), Project ID (NEESU7), and COE Number. There are buttons for 'Search COE' and 'Clear'. Below this, there are navigation icons and a 'Created' timestamp of 3/9/2015 8:35:55 AM. There are also checkboxes for 'Show Incomplete Only' and 'Show Approved Only', and a 'Submit' button. The 'Incomplete' status is highlighted in blue. Below the COE Data is the 'Child(ren) Information' section, which includes fields for Last Name, Last Name 2, Suffix, First Name, Middle, Gen, Birthdate, and Age. There are checkboxes for 'Pending' and 'OSY'. Below this are fields for MB, BC, Res. Date, Birth City, State, Country, B.C., and Ethnicity/Race (Hisp, RC1, RC2, RC3, RC4, RC5). There are also fields for Type, Enr. Date, Grade, NE Code, Facility Name, and School Year. At the bottom, there are fields for District of Residence and Comment. A table at the bottom shows columns for Last Name, First Name, Enroll Date, Facility Name, and Grade. At the very bottom, there are buttons for 'Family', 'Eligibility', 'Child(ren)', and 'Signatures'.



NEBRASKA MIGRANT EDUCATION PROGRAM



III. Children Data: Facility

- Nebraska Building Number:** For students attending an academic program in the regular school year, enter the building number (e.g., 88-8888-888). Assign Resident Only (RE) children the NE Code of the building the child would be attending if he/she were in school (e.g., 88-8888-888). Summer School: For children attending a summer academic program, enter the building number in which the student resides (e.g., 88-8888-888).

- Facility Name** – This will be prepopulated by tabbing over after the NE code has been entered.

- School Year** – Select the appropriate school year for the child. The school year is aligned to the enrollment date.

- District of Residence** – This will be prepopulated by tabbing over after the school year has been entered.

The screenshot shows the MIS 2000 - NE33 interface. At the top, there are menu options: Record, Procedures, Reports, Preferences, COE, Go, View, Help. Below this is the 'COE Data' section with fields for COE Year (2015), COE Date (3/9/2015), Project ID (NEESU7), and COE Number. There are also buttons for 'Search COE' and 'Clear'. Below the COE data, it shows 'Created: 3/9/2015 8:35:55 AM' and 'Modified:'. There are checkboxes for 'Show Incomplete Only' and 'Show Approved Only', and a 'Submit' button. The 'Incomplete' status is highlighted in blue. Below this is the 'Child(ren) Information' section. It has checkboxes for 'Pending' and 'OSY'. There are fields for Last Name, Last Name2, Suffix, First Name, Middle, Gen, Birthdate, and Age. Below these are fields for MB, BC, Res. Date, Birth City, State, Country, B.C., and Ethnicity/Race (Hisp, RC1, RC2, RC3, RC4, RC5). There are also fields for Type, Enr. Date, Grade, NE Code, Facility Name, and School Year. At the bottom, there is a 'District of Residence' field and a 'Comment' field. A table at the bottom shows columns for Last Name, First Name, Enroll Date, Facility Name, and Grade. At the very bottom, there are tabs for 'Family', 'Eligibility', 'Child(ren)', and 'Signatures'.



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IV. Signatures Data: Parent

- FERPA** - Interviewer selects whether FERPA was explained to interviewee.
- Interviewee Signature** - Interviewee signs the COE.
- Signature Date and Relationship** - Interviewer indicates date signed and the Interviewee's relationship to child(ren).
 - In the "Signed by Name" field the interviewer uses the same name in this field as what was documented in the Family Section of the COE by selecting the name in the drop down .
 - If interviewee signs with an "X" interviewer provides documentation.

The screenshot displays the 'MIS 2000 - NE33' software interface. At the top, there is a menu bar with options: Record, Procedures, Reports, Preferences, COE, Go, View, and Help. Below the menu, the 'COE Data' section is visible, containing fields for 'COE Year' (2015), 'COE Date' (3/9/2015), 'Project ID' (NEESU7), and 'COE Number'. There are also buttons for 'Search COE' and 'Clear', and a 'Submit' button. The status 'Created: 3/9/2015 8:35:55 AM' and 'Modified:' is shown. Below this, there are checkboxes for 'Show Incomplete Only' and 'Show Approved Only'. The main section is titled 'Incomplete' and has a 'Submit' button. The 'Parent' tab is selected, and the 'Parent / Guardian / Spouse / Worker Signature' section is active. It contains a text area for a signature, a 'Sign' button, and a 'Sign Date' field. Below the signature area, there are dropdown menus for 'Signed By Name' and 'Relationship To Child(ren)'. A checkbox for 'Educational use of information has been explained to me (FERPA)' is also present. At the bottom, there are tabs for 'Family', 'Eligibility', 'Child(ren)', and 'Signatures'.



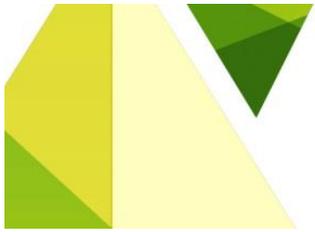
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III. Signature Data: Staff

- Interviewer signature**- Interviewer signs and dates - Interviewer must sign on the same DATE as Interviewee.
- Approval 1 Signature** - Reviewer 1 signs and dates.
- Approval 2 Signature** - Reviewer 2 signs and dates
- SEA Reviewer Signature** - Reviewer 3 signs and dates if COE is approved. If COE is not approved it is not signed and it is put in rejected status.

The screenshot shows the 'MIS 2000 - NE33' application window. The 'COE Data' section includes fields for COE Year (2015), COE Date (3/9/2015), Project ID (NEESU7), and COE Number. Below these are navigation buttons and a 'Submit' button. The 'Staff Signatures' section contains a certification statement and four rows of signature fields, each with a 'Sign' button and a 'Sign Date' field. The rows are for Interviewer, Approval 1, Approval 2, and SEA Reviewer. At the bottom, there are tabs for 'Family', 'Eligibility', 'Child(ren)', and 'Signatures'.



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Certificate of Eligibility Approval Process

Identification and recruitment (ID&R) of eligible migrant children is a cornerstone of the Migrant Education Program (MEP), and its importance cannot be overemphasized. Identification is the process of determining the location and presence of migrant children. Recruitment means making contact with migrant families, explaining the MEP, securing the necessary information to make a determination that the child is eligible for the program and recording the basis of the child's eligibility on a Certificate of Eligibility (COE).

As part of the statewide ID&R process, the State Education Agency (SEA) is responsible for implementing quality control procedures designed to ensure the reasonable accuracy of recruiters' eligibility determinations and written documentation. The Nebraska Migrant Education Program uses the national COE created by the U. S. Department of Education as the official record to document eligibility determinations for each individual child. The Local Operating Agencies (LOA's) submit COE's to the state migrant office for review, correction if necessary, and approval by the COE Approval Team.

The COE is reviewed by the first COE reviewer. After the first review, the reviewer signs and dates the COE and then it is forwarded to the second COE reviewer. The same is true for the COE to be forwarded from the second reviewer to the State ID&R Coordinator.

If either of the reviewers has questions regarding the eligibility determination reviewers' leave comments in the COE View Log for the recruiter to address. If there are any reviewer comments the coordinator summarizes them and adds any additional comments if applicable. If there are not comments or questions the approved COE is signed and dated by the State ID&R Coordinator and uploaded into MIS2000. A copy of the state approved COE can then be obtained by the LOA through MIS2000.



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In the case the State ID&R Coordinator rejects the COE in MIS2000, the COE remains in rejected status until the recruiter can provide documentation to support the eligibility determination of the family. When the recruiter has gathered the information needed, the recruiter resubmits the COE to be reviewed again. The COE is again reviewed by the first and second COE reviewers. It is forwarded to the State ID&R Coordinator for a follow up review. If there are no further comments or questions, and the COE meets eligibility criteria, the approved COE is signed and dated by the State ID&R Coordinator and uploaded into MIS2000. A copy of the state approved COE can then be obtained by the LOA from MIS2000.

In the event that a recruiter's tablet malfunctions a recruiter may submit a paper COE. If the COE is approved, by the COE Approval Team a copy of the paper COE is sent to the LOA and the original is kept at the state migrant office.

If the paper COE is not approved, the COE is marked Non-Qualifying (NQ) and kept at the state migrant office. A copy of the COE is sent to the LOA with an explanation of why the children were not determined eligible for the Migrant program. The recruiter has the option to appeal the decision of the COE Approval Team. The recruiter may submit an appeal form describing the particular circumstance that supports the eligibility determination of the family. The appeal form is submitted to the State MEP to be reviewed by the COE Approval Team.

The COE appeal process does not guarantee the COE will be approved and requires the final decision of the State ID&R Coordinator



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Identification & Recruitment Move Notification Form

When a migrant family moves, please attempt to find out where they moved to and complete this form if they moved within the U.S. (moves to other countries do not need to be documented with this form). This helps expedite identification and recruitment efforts and allows us to continue serving families when they are most in need of our assistance.

Form Completed By:	Project Name	Date:	Phone Number:
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Child(ren) Name (Last,First), Date of Birth:	Child(ren) Name (Last, First), Date of Birth:
Current Father/Guardian Name (Last, First):	COE #
Current Mother/Guardian Name (Last, First):	Approximate Date of Move (If Known):

Moved From:

Address:	City:	State:
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Moved To:

Address:	City:	State:	Phone Number:
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Information Obtained From:

<input type="checkbox"/> Family	<input type="checkbox"/> School	<input type="checkbox"/> Employer	<input type="checkbox"/> Neighbor	<input type="checkbox"/> Other (Specify):
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Move outside of the state of Nebraska

Please email this form to Danielle Waite at dwaite@esu7.org and cc: your project Data Coordinator if the move was to a state outside of Nebraska.

Move from one project to another within the state of Nebraska

If the move was from one project to another within the state of Nebraska please email this form and a copy of the COE to the appropriate Nebraska MEP project and cc: your project Data Coordinator.

Move within your project area

If the move was within your project, please email this form to your project Data Coordinator to make appropriate data revisions.

Move outside of the country

If the move was outside of the country, please notify your Data Coordinator to make appropriate data revisions. Completion of this form is optional not required.

Please call (402) 564-5753 Ext 1066 with any questions.

When emailing the form, please keep a copy for your records.
Thank you for helping to reduce service interruptions for our migrant families!



Child Eligibility Re-interview Questionnaire

COE Number _____ Project _____

Report from _____ List 1 _____ List 2 _____

Re-interviewer finds eligible: Yes No Reason for Determination: _____

Reviewer finds eligible: Yes No Reason for Determination: _____

Final Determination: Eligible Ineligible

If ineligible: _____ Date Appeals letter sent _____ Appeals Outcome: Eligible Ineligible

(Attach Documentation of Appeals findings)

Attempt #1 Home Not Home

Date/Time _____

Attempt #2 Home Not Home Date/Time _____

Attempt #3 Home Not Home Date/Time _____

Declined Interview

Moved Away

Verified Eligibility from Other Source: Family School Neighbor

Other (Explain) _____

Re-interviewer Name _____ Date of Interview _____

Person Accompanying Interviewer _____

Town/City of Interview _____ State of Interview _____

Language(s) of Interview _____

Person(s) Interviewed (*Try to interview person who signed COE first*)

Interviewee Name _____

Relationship to Child/Student _____

Interviewee Name _____

Relationship to Child/Student _____

Qualifying Worker _____

Relationship to Child/Student _____

Home Address: Street _____ Town/City _____

Child/Student Information:

Name _____ Date of Birth _____

Identification Number _____ Grade _____

The information as obtained and documented from this interview is correct to the best of my knowledge.

Parent Signature: _____ Date: _____

Interviewer Signature: _____ Date: _____

Child Eligibility Re-interview Questionnaire, Cont.

1. Have you or your family (or part of your family) moved during the last 3 years because you needed to find work? Yes No
2. When was the last date you moved? _____
3. Where did you apply for work (employer and/or town)? _____

4. What kind of work did you apply for? (temporary or seasonal; and agricultural or fishing)

5. What kind of work did you obtain? (temporary or seasonal; and agricultural or fishing) _____
6. When you moved to obtain this work, where did you move from? (School District, City, State, Country)

7. Where did you move to? (School District, City, State)

8. At the time of this move did _____ (child) move with or to join you?
 Yes, moved with; Yes, moved to join (date _____); moved on own; No
9. Open the copy of the original COE that you brought. Compare it with the re-interview. Is it the information the same? Yes No
10. Eligible on move other than the COE. (Please detail)

11. Comments: _____

Verification of Services Questionnaire

1. Are the children(child) receiving free lunches? Yes No
2. Other than today, have you received a follow-up visit from the district Migrant Liaison? Yes
 No
3. Has anyone provided information on additional MEP services? Yes No

If so, what services? _____

Appeals Process Documentation – Use if necessary.

Preliminary reason for ineligibility determination: _____

Challenge Response: _____

Evaluator Panel: _____

Date of Review Conference: _____

After the evaluators reviewed submitted documentation on this child, their conclusion is that the child has been determined to be: (Please check appropriate box.)

Eligible Ineligible Can't determine eligibility or ineligibility

This determination Was Was Not Unanimous.



Identification & Recruitment Appeal Form

The COE Appeal Process allows recruiters to submit an appeal form describing the particular circumstances that support the eligibility determination of the family. The appeal form is to be submitted to the State MEP to be reviewed by the COE Approval Team. The COE Appeal Process does not guarantee the COE will be approved and requires the final decision of the State ID&R Coordinator.

Form Completed By:	Project Name:
Date:	Phone Number:

Child(ren) Name (Last,First), Date of Birth:	Child(ren) Name (Last, First), Date of Birth:
Child(ren) Name (Last,First), Date of Birth:	Child(ren) Name (Last,First), Date of Birth:
Child(ren) Name (Last,First), Date of Birth:	Child(ren) Name (Last,First), Date of Birth:
COE #:	Recruiter Signature:

Below describe particular circumstances that support the eligibility determination of the family:

