



MEP Eligibility & The Occupational Survey

Arroyo Research Services
Tennessee Migrant Education Program



Agenda

- Outreach and Enrollment Team
- Eligibility Review
- Occupational Survey Protocol



Tennessee Parent Occupational Survey



Under Title I, Part C of the Elementary and Secondary Education Act (ESEA) our school district provides supplemental services to the children of agricultural workers who have recently moved. This survey is to help the school identify if your child might qualify for these free supplemental services such as tutoring, school supplies, summer camps in select counties, and other free services. Please answer the following questions and return this form to your child's school. **The information provided below will be kept confidential.**





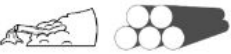
Today's Date _____ Parent/Guardian First & Last Name _____

Student First Name _____ Student Last Name _____

School Name _____ Student Grade _____

1. Have you or an immediate family member performed any agriculture or fishing jobs temporarily or seasonally, in any part of the United States, in the past 3 years? Check all that apply.

____ NO
 ____ YES. Check all that apply:

<p>Agriculture/Field Work: planting, picking, sorting crops, soil preparation, irrigation, fumigation <input type="checkbox"/></p> 	<p>Processing & Packaging: fruit, vegetables, chicken, pork, beef, eggs, etc. <input type="checkbox"/></p> 	<p>Dairy/Cattle Raising: feeding, milking, rounding up. <input type="checkbox"/></p> 
<p>Nursery/Greenhouse: planting, potting, pruning, watering, harvesting <input type="checkbox"/></p> 	<p>Forestry: soil preparation, planting, cutting trees; does not include landscaping. <input type="checkbox"/></p> 	<p>Other: Any other agriculture or fishing work, please list here:</p> <p>_____</p> <p>_____</p>

2. In the past 3 years, has your family moved to another state, city, school district, and/or county?

____ NO
 ____ YES. My family has moved within the past 3 years. Indicate how long ago below.

_____ Years _____ Months _____ Weeks

If you answered "Yes" to question 1 above, please complete the information below.
 A staff from the Migrant Education Program will follow up with your family to verify if you qualify for free services.

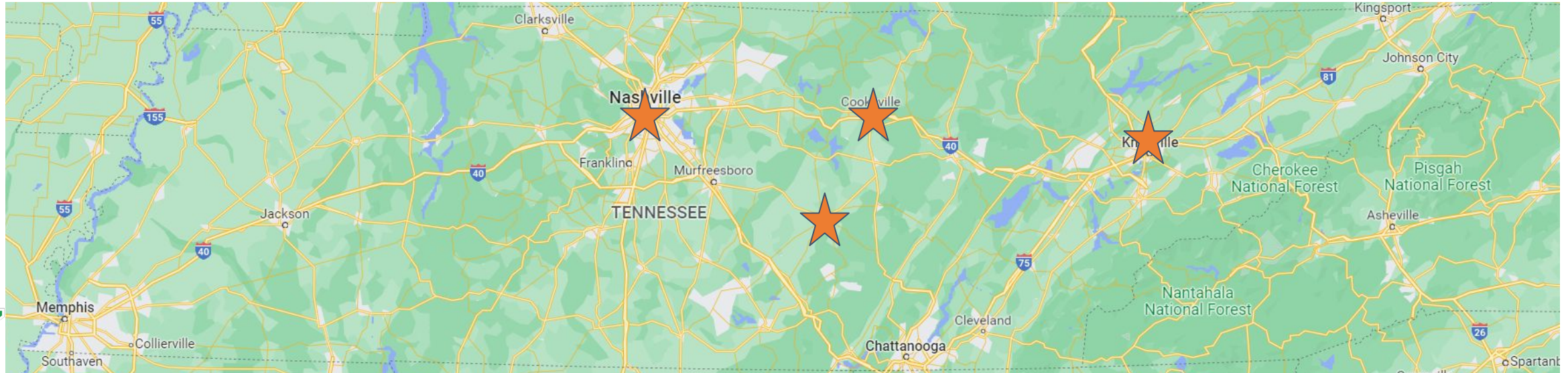
Home Street Address _____ Apt # _____

City _____ Zip Code _____

Telephone Number _____ Language _____

Email Address _____ Best Day of Week and Time to Call _____

TN MEP ID&R Team



- Alejandrina Rodriguez - Knoxville
- Aurora Calzada - McMinnville
- Egide Irambona - Knoxville
- Jason Herrera - Knoxville
- Karen Kearns - Nashville
- Michael Pentecost - Nashville
- Veronica Rosales - Cookeville
- Zugey Perez - Nashville

Remote Outreach Staff

- Evelyn Arevalo - Georgia
- Jose Sanchez - Florida
- Lupi Ginn - Florida





Outreach and Enrollment





Outreach and Enrollment

- Following up on OS
- Visiting farms, worksites, production plants etc.
- Collaborating with community organizations
- Getting out in the community!
- Build trust with families, learn their immediate needs





Outreach and Enrollment

- We received a referral from the Alabama MEP
- They were hesitant to answer
- They did not know the answers to many questions such as DOBs, etc.
- It took over two weeks from the first call to complete a COE





Outreach and Enrollment





Who is eligible for the TN MEP?





Who is eligible?

- Each migratory student must have a Certificate of Eligibility (COE) signed by Tennessee Department of Education to receive services
- If the Outreach and Enrollment team completes a COE for a child, they are eligible for the TN MEP



Who is eligible?

If a COE is completed for a migratory child in your county/district, you will receive this email automatically from tn.msedd.com

A screenshot of an email notification. The header is a dark blue bar with the word "Tennessee" in a light blue font and "Migrant Program Services" in white. The main body of the email is a light blue box containing the following text:

The following COE contains students residing in your district. Please review your monthly list to confirm school enrollment information.

Feel free to send your questions to data@tn-mep.net.

COE ID [TN1010-30017](#) has been approved.

The email ends with a solid dark blue footer bar.



Who is eligible?

For more information about how to view the COE on tn.msedd.com, [watch this video from our website](#)





Who is eligible?

MEP Eligibility Checklist

- Migratory Qualifying Worker
- Migratory Child
- Qualifying Arrival Date

Migratory Qualifying Worker

An individual who made a Qualifying Move and, soon after the move, engaged in new Qualifying Work.



Migratory Qualifying Worker

An individual who made a Qualifying Move and, soon after the move, engaged in new Qualifying Work.

Does the “individual” meet the definition of “**Migratory Qualifying Worker**”?

QUALIFYING MOVE FOR MIGRATORY QUALIFYING WORKER

- Due to economic necessity; AND
- From one residence to another residence; AND
- From one district to another; AND
- Took place in the preceding 36 months

QUALIFYING WORK FOR MIGRATORY QUALIFYING WORKER

- engaged in new temporary or seasonal employment or personal subsistence in agriculture soon after the move (within 60 days);

AND

- The new qualifying work is seasonal or temporary; AND
- The new qualifying work is agricultural or fishing



Migratory Child (MC)?

1. younger than 22 years of age;
2. entitled to a free and public education under State law;
3. Made a Qualifying Move as, with, to join or precede a Migratory Qualifying Worker



**Qualifying
Move**

**As,
with,
to join or
precede**

**Migratory
Qualifying
Worker**





Migratory Child (MC)?

A child that is younger than 22 years of age and is entitled to a free and public education under State law, and made a qualifying move as, with to join or precede a migratory qualifying worker

Do(es) the “child(ren)” meet the definition of a “**Migratory Child**”?

AGE

- The child is younger than 22 years of age

SCHOOL COMPLETION

- The child is eligible for a free public education under State law

QUALIFYING MOVE FOR CHILD

- Due to economic necessity; AND
- From one residence to another residence; AND
- From one district to another; AND
- Took place in the preceding 36 months

Qualifying Arrival Date (QAD):

The date that both the Migratory Child and the Migratory Qualifying Worker complete their qualifying moves together.

The child must have moved as, with, to join or precede the Migratory Qualifying Worker. This date begins the child's 36 months of eligibility in the Migrant Education Program



Qualifying Arrival Date – (QAD)

If the child and the Migratory Qualifying Worker (MQW) moved together,

the **QAD** is the day they both arrive.



If the child moved to precede the MQW,

the **QAD** is the day the worker arrives.



If the MQW moved before the child, ...

the **QAD** is the day the child arrives.



Qualifying Arrival Date (QAD):

The date that both the Migratory Child and the Migratory Qualifying Worker complete their qualifying moves together.

Qualifying Arrival Date (QAD): Both Child and Worker must make a “Qualifying Move.”

- The child moved: (check one)
 - as** a Migratory Qualifying Worker (MQW),
 - with**, a Migratory Qualifying Worker (MQW), or
 - to join** a parent/guardian or spouse who is the Migratory Qualifying Worker (MQW).



Who is eligible?

- Our Eligibility Checklist:
 - Migratory Qualifying Worker – An individual who made a qualifying move and engaged in Qualifying Work Soon After the Move
 - Migratory Child - A child under 22 years old, eligible for free public education, and made a Qualifying Move as, with to join or precede a Migratory Qualifying Worker
 - Qualifying Arrival Date - The last time the Migratory Child and the Migratory Qualifying Worker



Eligibility Scenario

Malenga and her 10 year old daughter moved from Florida to Knoxville in October 2022 for work at a chicken processing plant. Malenga indicated she will be hanging the chickens on the processing line. She worked for 6 months but she plans on living in Knoxville permanently.

Is there a Migratory Qualifying Worker?

Is there a Migratory Child?

Is there a Qualifying Arrival Date? If so, what is the QAD?



Eligibility Scenario



Is there a Migratory Qualifying Worker?

Is there a Migratory Child?

Is there a Qualifying Arrival Date? If so, what is the QAD?



Occupational Survey Protocol



Tennessee Parent Occupational Survey



Under Title I, Part C of the Elementary and Secondary Education Act (ESEA) our school district provides supplemental services to the children of agricultural workers who have recently moved. This survey is to help the school identify if your child might qualify for these free supplemental services such as tutoring, school supplies, summer camps in select counties, and other free services. Please answer the following questions and return this form to your child's school. **The information provided below will be kept confidential.**

Today's Date _____

Parent/Guardian First & Last Name _____

Student First Name _____






Student Last Name _____

School Name _____

Student Grade _____

1. Have you or an immediate family member performed any agriculture or fishing jobs temporarily or seasonally, in any part of the United States, in the past 3 years? Check all that apply.

____ NO
 ____ YES. Check all that apply:

<p>Agriculture/Field Work: planting, picking, sorting crops, soil preparation, irrigation, fumigation <input type="checkbox"/></p> 	<p>Processing & Packaging: fruit, vegetables, chicken, pork, beef, eggs, etc. <input type="checkbox"/></p> 	<p>Dairy/Cattle Raising: feeding, milking, rounding up. <input type="checkbox"/></p> 
<p>Nursery/Greenhouse: planting, potting, pruning, watering, harvesting <input type="checkbox"/></p> 	<p>Forestry: soil preparation, planting, cutting trees; does not include landscaping. <input type="checkbox"/></p> 	<p>Other: Any other agriculture or fishing work, please list here: _____ _____</p>

2. In the past 3 years, has your family moved to another state, city, school district, and/or county?

____ NO
 ____ YES. My family has moved within the past 3 years. Indicate how long ago below.

_____ Years _____ Months _____ Weeks

If you answered "Yes" to question 1 above, please complete the information below. A staff from the Migrant Education Program will follow up with your family to verify if you qualify for free services.

Home Street Address _____

Apt # _____

City _____

Zip Code _____

Telephone Number _____

Language _____

Email Address _____

Best Day of Week and Time to Call _____


Occupational Survey Protocol

Purpose

- The Occupational Survey is an essential, required tool to identify all eligible migratory children in the state
- It is not a final determination of eligibility, though, migratory children are determined to be eligible when a Certificate of Eligibility is completed and approved by the outreach and enrollment team

Occupational Survey Protocol

Quick Reminders

-  Submit OS in a timely manner
- Submit legible and fully scanned OS with all fields completed. If the OS is not legible or does not have these fields, please complete them before submitting
- Please communicate the MEP, the OS and its purpose to staff, students and parents in your schools

Occupational Survey Protocol

OS Completion

- LEA staff are encouraged to assist families with the completion of the OS
 - Designated times at the local campus for families to come in and complete the OS and registration processes with LEA staff using district/school technology equipment.
 - LEA staff visiting the family in their home to complete the OS and registration processes, or it could include providing technical assistance over the phone or video conferencing.



Occupational Survey Protocol

OS Completion

- The OS is available in the family's preferred language. If the form is not available in the family's preferred language, the LEA must provide a translated version of the file or an interpreter to complete the OS with the family.
- The OS is designed in a way to be accessible to families with limited literacy, but families with limited literacy may still need support to ensure the family understands the purpose of the form and answers the questions accurately.
- [The OS is available in several languages here](#)

Occupational Survey Protocol

Digital Forms

- LEA may need to provide support for families with limited and/or technology access skills to ensure the family understands the purpose of the form and answers the questions accurately.
- The digital OS form must appear similar to the paper form. This includes the same questions, pictures and general format of the paper OS form.
- Other information such as the student and parent name, contact information, and address does not have to be included on the form as long as it is gathered from other sections of the LEA's registration process.



Occupational Survey Protocol

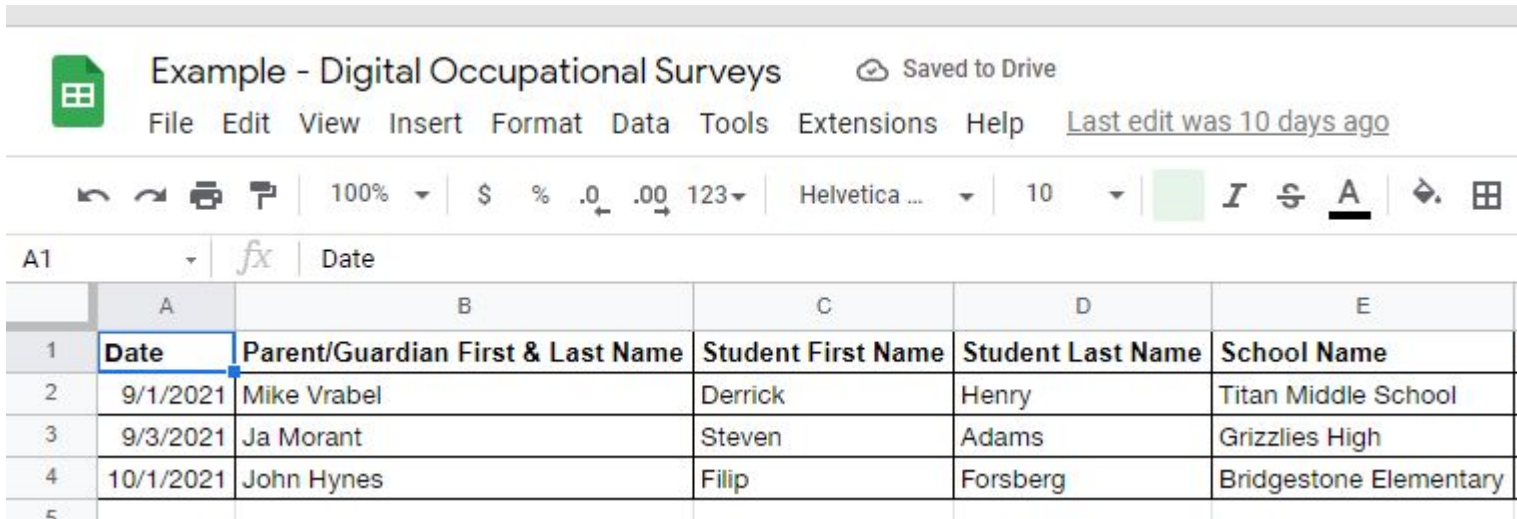
Digital Forms

- The LEA must produce a report that can be sent to the ID&R team for follow up. This report must include the answers to all of the fields from the OS form
- If your LEA uses a digital or electronic OS form, the LEA must maintain internal copies of the OS forms electronically. The LEA must be able to access the appropriate academic year, then find, retrieve, and produce each student's OS form upon request.

Occupational Survey Protocol

Digital Forms

- LEAs may submit the spreadsheet that contains the data from the OS.



The screenshot shows a Google Sheet interface. The title bar reads "Example - Digital Occupational Surveys" and "Saved to Drive". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Extensions", and "Help". The status bar indicates "Last edit was 10 days ago". The toolbar shows various editing tools, a zoom level of 100%, and a font of Helvetica. The spreadsheet data is as follows:

	A	B	C	D	E
1	Date	Parent/Guardian First & Last Name	Student First Name	Student Last Name	School Name
2	9/1/2021	Mike Vrabel	Derrick	Henry	Titan Middle School
3	9/3/2021	Ja Morant	Steven	Adams	Grizzlies High
4	10/1/2021	John Hynes	Filip	Forsberg	Bridgestone Elementary

Occupational Survey Protocol

Records Retention

- Paper: The LEA must maintain a hard copy of every student's OS form organized alphabetically in a central location. When students complete a new OS form each year, that form can replace the previous year's form.
- Digital / Electronic: The LEA must be able to access the appropriate academic year, then find, retrieve, and produce each student's OS form upon request.

Occupational Survey Protocol

OS Submission

- LEAs are required to submit occupational surveys with “Yes” to both questions 1 and 2.
- Acknowledge emails from the Outreach Team requesting resubmissions and/or questions regarding occupational surveys.

Occupational Survey Protocol



Tennessee Parent Occupational Survey



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School Name _____ Student Grade _____

1. Have you or an immediate family member performed any agriculture or fishing jobs temporarily or seasonally, in any part of the United States, in the past 3 years? Check all that apply.

____ NO
 ____ YES. Check all that apply:

<p>Agriculture/Field Work: planting, picking, sorting crops, soil preparation, irrigation, fumigation <input type="checkbox"/></p> 	<p>Processing & Packaging: fruit, vegetables, chicken, pork, beef, eggs, etc. <input type="checkbox"/></p> 	<p>Dairy/Cattle Raising: feeding, milking, rounding up. <input type="checkbox"/></p> 
<p>Nursery/Greenhouse: planting, potting, pruning, watering, harvesting <input type="checkbox"/></p> 	<p>Forestry: soil preparation, planting, cutting trees; does not include landscaping. <input type="checkbox"/></p> 	<p>Other: Any other agriculture or fishing work, please list here: _____ _____</p>

2. In the past 3 years, has your family moved to another state, city, school district, and/or county?

____ NO
 ____ YES. My family has moved within the past 3 years. Indicate how long ago below.

_____ Years _____ Months _____ Weeks

If you answered "Yes" to question 1 above, please complete the information below. A staff from the Migrant Education Program will follow up with your family to verify if you qualify for free services.

Home Street Address _____ Apt # _____

City _____ Zip Code _____

Telephone Number _____ Language _____

Email Address _____ Best Day of Week and Time to Call _____

Occupational Survey Protocol

- Use the most recent form from our website
- Upload occupational surveys to the Occupational Surveys Tab and save as student Last Name_First Name.pdf
- Submit occupational surveys as individual pdf files. If the OS are for more than one student in the family, you may batch those files together





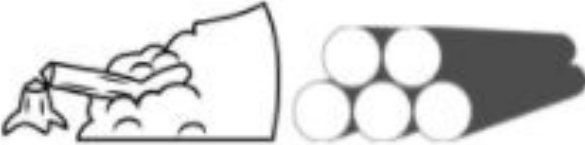


Occupational Survey Protocol

1. Have you or an immediate family member performed any agriculture or fishing jobs temporarily or seasonally, in any part of the United States, in the past 3 years? Check all that apply.

NO

YES. Check all that apply:

<p>Agriculture/Field Work: planting, picking, sorting crops, soil preparation, irrigation, fumigation</p> 	<p>Processing & Packaging: fruit, vegetables, chicken, pork, beef, eggs, etc.</p> 	<p>Dairy/Cattle Raising: feeding, milking, rounding up.</p> 
<p>Nursery/Greenhouse: planting, potting, pruning, watering, harvesting</p> 	<p>Forestry: soil preparation, planting, cutting trees; does not include landscaping.</p> 	<p>Other: Any other agriculture or fishing work, please list here:</p> <hr/> <hr/>



Occupational Survey Protocol

OS Submission

- OS that may not have answered “Yes” to Question 2, but there are other signs that indicate the family may qualify. For example, the form might indicate the following:
 - The family wrote that they moved to the area within the past 3 years.
 - The LEA migrant liaison or school staff indicate the family might qualify for the MEP.
 - The family is new to the school district, even though they didn’t indicate they moved.
 - Any other indications that the family might qualify for the MEP

Occupational Survey Protocol

2. In the past 3 years, has your family moved to another state, city, school district, and/or county?

_____ NO

_____ YES. My family has moved within the past 3 years. Indicate how long ago below.

_____ Years

_____ Months

_____ Weeks

- This information facilitates eligibility questions
- It can also provide more information - sometimes this box is checked “No” but it indicates they moved recently

Occupational Survey Protocol

If you answered “Yes” to question 1 above, please complete the information below.
A staff from the Migrant Education Program will follow up with your family to verify if you qualify for free services.

Home Street Address

Apt #

City

Zip Code

Telephone Number

Language

Email Address

Best Day of Week and Time to Call

- Please ensure these fields are filled out entirely and legible
- This is how we contact the family

Occupational Survey Protocol

Today's Date

Parent/Guardian First & Last Name

Student First Name

Student Last Name

School Name

Student Grade

- Please ensure these fields are filled out entirely and legible
- This information facilitates the conversation with the family



Occupational Survey Follow Up

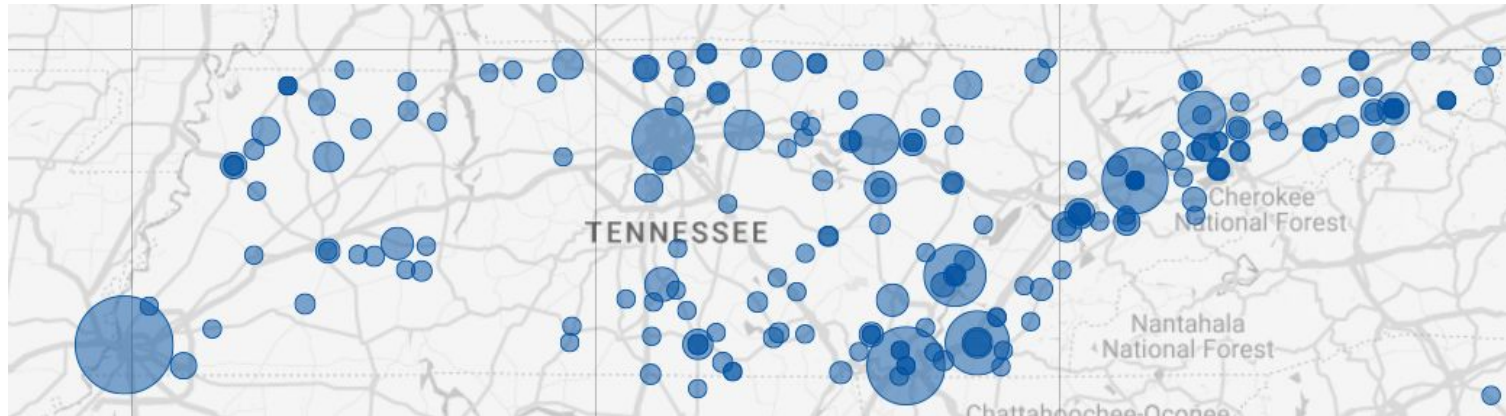
Survey ID	Priority	Result	Comment	Logs
2713	1	COE Completed		1 C
2755	1	COE Completed	COE obtained on TN1007-29882 6/13/22	2 A
2764	1	DNQ - Do Not Qualify	DNQ-Mom stated that she works at Volkswagen Plant	1 A
2796	1	COE Completed	COE TN1007-29958 obtained on 8/19/22	1 A
2895	1	Already in the MEP	Already in MEP	2 A
2911	1 - HP	DNQ - Do Not Qualify		2 M
2919	1	COE Completed		2 V
2929	2	Moved out of state	moved to Mississippi	1 V
2946	1	Already in the MEP	The parent stated that Iris signed the student COE TN1012-29945	1 M
2947	1	No answer/Not home	3rd outreach, more than 6 attempts have been made.	2 L
2949	1 - HP	DNQ - Do Not Qualify	Poultry Farm Owner	1 M
2950	1	No/Not Working Phone number	No working phone or WhatsApp	2 L
2988	1	COE Completed	COE Obtained by Evelyn TN0-29672	1 A
3007	1 - HP	DNQ - Do Not Qualify	Both parents have never engaged in QW. The father is retired and	1 J

- The ID&R places a high priority on the OS we receive from LEAs. This is the best and most consistent way to recruit all eligible migratory children in the state of Tennessee.
- The OS are the ID&R Team's number one focus in the fall.

Occupational Survey Follow Up

By the Numbers, Since 9/1/2022

- 1700 Outreach Logs Attempted
- OS Logs in 84 districts
- 213 Students Recruited





Final Notes

- Please follow the OS Protocol to facilitate outreach and enrollment
- The Outreach Team builds trust with the family, learns their needs, and communicates those needs with the service team and LEA
- Our outreach team ensures many families are enrolled in school, their needs are met, and they are supported
- Please educate your staff, students and parents about the MEP

Q₁₀

U₁

E₁

S₁

T₁

I₁

O₁

N₁

S₁



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