

# Migrant Education2022–23 Program Instrument

**California Department of Education**

**May 2022**

## I. Involvement

### ME 01: Parent Advisory Councils (PACs)

1. District and regional PACs fulfill their responsibilities to:
	* 1. Establish migrant education program (MEP) goals, objectives, and priorities. (California *Education Code* [*EC*] Section 54444.4[a][1]; Title 5, *California Code of Regulations* [5 *CCR*] Section 12021[a][1])
		2. Review annual needs, year-end assessments, program activities for each school, and individualized educational plans. (*EC* Section 54444.4[a][2]; 5 *CCR* Section 12021[a][2])
		3. Be actively involved in the planning and negotiation of program applications and service agreements.
		(20 United States Code [20 U.S.C.] Section 6394[c][3][A]–[B]; *EC* Section 54444.4[a][4])
	1. The composition of the PAC is determined by the parents of children enrolled in the MEP. Members of the PACs are elected by parents of migratory children at a general meeting to which all parents of pupils enrolled in the MEP are invited. (*EC* Section 54444.2[a][1][A])
	2. At least two-thirds of the PAC shall be parents of migratory children.
	(*EC* Section 54444.2[a][1][B]; 5 *CCR* Section 12011[c])
	3. The local educational agency (LEA) trains PACs to carry out their responsibilities. Training is developed in consultation with PACs.
	(*EC* sections 54444.2[a][5], 54444.4[c][4])
	4. The Regional Application (RA) or Direct-funded Application (DFA) and District Service Agreements (DSA), including any documentation involved in the planning and of operation services, are presented in a format and language understandable to parents. (20 U.S.C. Section 6394 [c][3][B])
	5. Regional Parent Advisory Council (RPAC) bylaws include the regulations set forth in 5 *CCR* sections 12010–12022. LEAs may supplement the rules but may not establish bylaws, rules or procedures that conflict with any matter addressed in 5 *CCR* Article 1, RPAC. (*EC* sections 54444.2[a][1]; 5 *CCR* Section 12022)
	6. The RPAC shall be comprised of up to 15 eligible parent members who have migratory children enrolled in the MEP, with no alternate members. The RPAC may include up to three optional community members from operating agencies and direct-funded districts (DFDs) within the Migrant Region. DFDs within the Migrant Region shall be represented on the RPAC. (*EC* Section 54444.2 [a][1]; 5 *CCR* Section 12011)
	7. The RPAC implements the roundtable set forth in 5 *CCR* Section 12017. (*EC* Section 54444.2 [a][1]; 5 *CCR* Section 12017)
	8. By March 1 of even-numbered years, LEAs represented on the RPAC shall convene PAC meetings for the purpose of nominating eligible parents to the RPAC. Elections of parent members to the RPAC shall take place between April 1 and April 15 of even-numbered years. Nominations and elections shall be conducted in the manner prescribed in 5 CCR sections 12012 and 12013. The RPAC implements the regulations regarding terms of office set forth in 5 *CCR* Sections 12014. (*EC* sections 54444.2[a] and [a][1]; 5 *CCR* sections 12012–12014)
	9. By March 31 of each even-numbered year, each Migrant Region shall convene an RPAC meeting for the purpose of nominating eligible parents to the State Parent Advisory Council (SPAC).The RPAC shall hold elections between April 15 and May 1 of each even-numbered year to elect a parent to the SPAC. (5 *CCR* sections 12021[b], [c], and 12033[a], [b])

#### Evidence Requests

##### PAC Bylaws

Abbreviation: PACByls

Description: PAC governing rules and bylaws to direct activities of members.

Item Instructions: ME 01: Provide the most current version of bylaws for the RPAC and PAC for the district(s) identified by the reviewer.

Related Items: ME 01

##### PAC Meeting Agendas, Minutes, and Sign-In Sheets

Abbreviation: PACMtgAgnda

Description: Documents detailing how the PAC for the district(s) identified by the reviewer met all legal requirements of ME 1.0–1.4 and 1.8.

Item Instructions: ME 01: Evidence may include, but is not limited to, calendars, notifications, agendas, sign-in sheets, minutes, election materials, roster of candidates with certificate of eligibility (COE) numbers, and training materials.

Related Items: ME 01

##### RPAC Responsibilities

Abbreviation: RgnlPrntlAdvCmte

Description: Documents detailing how the RPAC fulfilled its legal responsibilities outlined in ME 1.0 (a)–(c) and ME 1.4–1.5.

Item Instructions: ME 01: Most current RPAC meeting materials. Evidence may include, but is not limited to, invitations, agendas, sign-in sheets, minutes, and training materials.

Related Items: ME 01

##### RPAC Elections and Membership

Abbreviation: RPACElctnsMbrshp

Description: Evidence of RPAC composition and nomination and election of eligible RPAC parent members, community members, roundtable officers, and eligible parents to the SPAC in adherence with the terms and timelines set forth in 5 *CCR* sections 12012–12014, and 12017.

Item Instructions: ME 01: Provide a roster of members and roundtable officers with COE numbers, dates of term(s) of office (current and previous), and evidence of nominations and elections which may include, but is not limited to, ballots, notices, meeting agendas, minutes, and attendance records.

Related Items: ME 01

## II. Governance and Administration

### ME 02: Regional or Direct Funded Application

1. Operating agencies shall include in their application a description of how the entities will coordinate the planning, budgeting, and operation of the MEPs with the planning, budgeting, and operation of other federal and state education programs addressing the needs of the same or similar pupils of the operating agency. The description shall include timelines and cover services provided through school improvement, non-migrant Title I, state compensatory and limited- and non-English proficient, Title VII, and other funds. (*EC* Section 54443.1[h])
	1. MEPs shall include all the requirements of *EC* Section 54443.1(a–h).
	2. Regions shall be organized so as to provide quality services to all affected parties and maintain fiscal procedures in conformity with requirements adopted by the department. (*EC* Section 54444.1[a][5])
	3. When a district or agency is funded directly by the state, the parties to the service agreement shall include the department and the district or operating agency in which the eligible migratory pupils are enrolled.
	(*EC* Section 54444.1[d])
	4. DFDs shall be invited by the regions to participate in regional activities and meetings. Staff and parent advisory council members in the districts shall also be invited to regional in-service activities and conferences. (*EC* Section 54444.1[b])

#### Evidence Requests

##### RA or DFA

Abbreviation: RegnlAplctn

Description: Current, approved MEP RA, or DFA describing services and projected costs provided by a region or district to ensure that migratory children and parents receive necessary services. The reviewer may also request approved budget revisions.

Item Instructions:

Related Items: ME 02

### ME 03: District Service Agreement

1. Operating agencies shall include in their application a description of how the entities will coordinate the planning, budgeting, and operation of the MEPs with the planning, budgeting, and operation of other federal and state education programs addressing the needs of the same or similar pupils of the operating agency. The description shall include timelines and cover services provided through school improvement, non-migrant Title I, state compensatory and limited- and non-English proficient, Title VII, and other funds. (*EC* Section 54443.1[h])
	1. MEPs shall include all the requirements of *EC* 54443.1(a–h).

#### Evidence Requests

##### DSA

Abbreviation: DSA

Description: Current DSA for the district(s) identified by the reviewer. (Previous years' agreements may be requested.)

Item Instructions:

Related Items: ME 03

### ME 04: Migrant Region Services

1. The migrant region responsibilities include, but are not limited to, providing:
	* 1. Technical assistance to LEAs according to the service agreement;
		2. Interagency coordination that improves services to migratory children and their families;
		3. Direct services required by the service agreement;
		4. Training for parents and members of district, regional, and school PACs; and
		5. Staff development services for MEP staff at the school and district levels.

(*EC* Section 54444.4[c])

* 1. Each operating agency receiving Title I, Part C Migrant Education funding shall conduct summer programs for eligible migratory children in kindergarten and grades 1 to 12, inclusive. (*EC* Section 54444.3[a])

#### Evidence Requests

##### Description of Migrant Region Services in the RA or DFA

Abbreviation: DscMgRgSvs

Description: Indicate in a comment at the evidence request level the RA or DFA page numbers where each of the sub-items (a–e) in 4.0 of the ME program instrument can be found.

Item Instructions:

Related Items: ME 04

##### Migrant Region Direct Service Attendance Records

Abbreviation: DSAattrcds

Description: Attendance records for a minimum of three different direct services, including at least one summer service, provided by the region to migratory children.

Item Instructions:

Related Items: ME 04

##### Interagency Coordination

Abbreviation: IntrgncyCrdntn

Description: Documentation of inter-agency collaborative work, such as agendas, minutes, and sign-in sheets, to improve services to migratory children.

Item Instructions: ME 04: Provide evidence from a minimum of three collaborations with other agencies to deliver services to migratory children and their families.

Related Items: ME 04

##### Technical Assistance Meetings Documentation

Abbreviation: TAmtgdocs

Description: Correspondence, agendas, minutes, sign-in sheets, etc. demonstrating the MEP regional office staff provides technical assistance to LEA staff, including objectives and outcomes related to technical assistance and interagency coordination.

Item Instructions: ME 04: Provide evidence from at least three technical assistance meetings.

Related Items: ME 04

### ME 05: District Services

1. Responsibilities of each district receiving MEP funds include, but are not limited to, providing:
	* 1. Services in compliance with applicable state and federal laws or regulations.
		2. Information to parents.
		3. Support to instructional staff.

(*EC* Section 54444.4[b])

#### Evidence Requests

##### Description of District Services in the DSA

Abbreviation: DscDstSvcs

Description: Indicate in a comment at the evidence request level the DSA page numbers where each sub-item (a–c) of the ME program instrument can be found.

Item Instructions:

Related Items: ME 05

##### District Letters and Notices to Parents

Abbreviation: DstLtrNtcPrnt

Description: Three samples of current written communication to parents regarding activities for migratory children sent by the school district. Communication must be in English and the families’ home language.

Item Instructions:

Related Items: ME 05

##### District Service Attendance Records

Abbreviation: TBD

Description: Attendance records for a minimum of three different services described in the DSA for the district(s) identified by the reviewer.

Item Instructions:

Related Items: ME 05

### ME 06: Inventory

1. The LEA spending Title I, Part C funding on equipment must maintain a historical inventory record for each piece of equipment with an acquisition cost of $500 or more per unit. The record describes the acquisition by:
	* 1. Type/description
		2. Model/name
		3. Serial number
		4. Funding source and Federal Award Identification Number
		5. Acquisition date
		6. Cost
		7. Location
		8. Current condition
		9. Transfer, replacement, or disposition of obsolete or unusable equipment

(*EC* Section 35168; 5 *CCR* Section 3946; 2 Code of Federal Regulations [CFR] Section 200.313[d][1])

* 1. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
	(2 CFR Section 200.439[b][2])

Disposition: Equipment purchased with Title I, Part C funds with a fair market value in excess of $5,000 may be retained, sold, or disposed of with written approval of the federal awarding agency or pass-through entity. Disposition of equipment with a current fair market value of $5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. (2 CFR Section 200.313[e][1–4])

* 1. The LEA must conduct a physical check of the inventory of equipment within the past two years and reconcile the result with inventory records.
	(2 CFR Section 200.313[d][2])

#### Evidence Requests

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations/*EC* requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: ME 06: Provide records for the region only.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 15, NorD 04

## III. Funding

### ME 07: Use of Funds

1. The migrant region and LEA use MEP funds only for authorized activities and equipment. (20 U.S.C. sections 6394 [c][1], 6396[b])
	1. The migrant region and LEA establish and maintain internal controls designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards:
		1. Transactions are properly recorded and accounted for, in order to:
			1. Permit the preparation of reliable financial statements and Federal reports;
			2. Maintain accountability over assets; and
			3. Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
		2. Transactions are executed in compliance with:
			1. Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and
			2. Any other Federal statutes and regulations that are identified in the Compliance Supplement; and
		3. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition. (2 CFR sections 200.62, 200.303)
	2. The migrant region and LEA use their own documented procurement procedures in accordance with applicable statutes, regulations, and program plans. (2 CFR sections 200.318-326)

#### Evidence Requests

##### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: ME 07: Provide a detailed general ledger for resource codes 3060, 3061, and 3110, for the region and district(s) identified by the reviewer.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Invoices (secondary evidence request for ME)

Abbreviation: Invcs

Description: Vendor invoices, detailed receipts or documentation to substantiate how costs benefited the program.

Item Instructions: ME 07: Once the general ledgers have been provided, the reviewer will select a sample of expenditures for review. Documentation should include itemized invoices, approval forms, and evidence of following procurement procedures.

Related Items: FM 02, FM 03, ME 07, SEI 05, SEI 06, SEI 07, CTE 02

##### Allowability Procedures

Abbreviation: AlwbltyPrcdr

Description: LEA’s established written procedures for determining the allowability of costs in accordance with federal regulations.

Item Instructions: ME 07: The documentation should include written policies, procedures, and internal controls to ensure charges to the program for the region and district(s) identified by the reviewer are reasonable, necessary, and allowable, in accordance with applicable statutes, and authority.

Related Items: CA 02, DR 02, FM 02, ME 07

##### Procurement Procedures

Abbreviation: PrcrmntPrcdrs

Description: Established written procedures for the purchasing and payment process for the region and district(s) identified by the reviewer.

Item Instructions: ME 07: The documentation provided should be specific to each LEA’s procurement process. Include the established written standards of conduct for conflicts of interest and governing the actions of its employees.

Related Items: FM 02, FM 03, ME 07

##### Use of Funds

Abbreviation: UsofFunds

Description: Indicate in a comment at the evidence request level the DSA page numbers where information about the use of funds can be found.

Item Instructions:

Related Items: ME 07

### ME 08: Supplement Not Supplant

1. The LEA shall use federal funds received under Title I, Part C only to supplement the funds that would, in the absence of such federal funds, be made available from state and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds. (20 U.S.C. Section 6321[b])

#### Evidence Requests

##### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: ME 08: Provide a detailed general ledger for resource codes 3060, 3061, and 3110, for the region and district(s) identified by the reviewer.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Supplement Not Supplant in DSA(s)

Abbreviation: SplmntNtSplnt

Description: Indicate in a comment at the evidence request level the DSA page numbers that demonstrate all services are supplemental to other LEA programs and services.

Item Instructions:

Related Items: ME 08

##### Supplement Not Supplant in the RA or DFA

Abbreviation: SplmntNtSpplntRdFa

Description: Indicate in a comment at the evidence request level the RA or DFA page numbers that demonstrate that all services are supplemental to other LEA programs and services.

Item Instructions:

Related Items: ME 08

### ME 09: Salaries and Wages

1. The LEA must properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title I, Part C program requirements.
(2 CFR sections 200.414, 200.430[a] and [i], 200.302; California School Accounting Manual Section 905.)

#### Evidence Requests

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.

Item Instructions: ME 09: Provide a duty statement for all employees paid in whole, or in part, with Title I, Part C funds. Include teachers and classified staff employed temporarily, hourly, or on a non-regular contract.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 10, CE 11, CE 13, NorD 06

##### Payroll Records

Abbreviation: PyrlRcrds

Description: Record of salaries and benefits paid to employees that work at the LEA for the fiscal year under review, that identifies the employees’ name, hours worked, gross pay, net pay, deductions, and payroll period.

Item Instructions: ME 09: Provide records for all employees paid in whole, or in part, with Title I, Part C funds. Include teachers and classified staff employed temporarily, hourly, or on a non-regular contract.

Related Items: FM 01, FM 03, ME 09

##### Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: ME 09: Provide a report for the most recent year, including employee names, resource code(s), salary and benefits for resource codes 3060, 3061, and 3110.

Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 10, CE 14, NorD 05, NorD 06

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: ME 09: Provide most recent year time and effort documentation for positions funded all or in part through Title I, Part C. Include teachers and classified staff employed temporarily, hourly, or on a non-regular contract.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 11, CE 14, NorD 05

## IV. Standards, Assessment, and Accountability

### ME 10: Evaluation, Assessment, and Effectiveness

1. The migrant region and LEA identify and address the needs and measure the progress of migratory children against the desired outcomes of the migrant education program, state academic standards, and language proficiency standards (for English learner migratory children).
(20 U.S.C. Section 6396[a][1][C][D])
	1. The LEA completes an individual assessment of the educational and health needs of each migratory child within 30 days of enrollment.
	(*EC* Section 54443.1[a])
	2. The LEA identifies and addresses the unique needs of migratory children in coordination with other federal programs. (20 U.S.C. Section 6396[a][1])
	3. The LEA and migrant region use academic assessment results and other pertinent data of migratory children to improve the academic achievement of students.
	(20 U.S.C. sections 6311[b][2][B][i–iii], 6394[c][5]; *EC* Section 54443.1[a–d])
	4. The LEA and, as applicable, migrant region and direct funded district, evaluate and determine the effectiveness of their programs and projects in providing migratory children with the opportunity to meet the same challenging state academic standards.
	(20 U.S.C. sections 6311[b], 6396 [a][1][C])

#### Evidence Requests

##### Evaluation, Assessment, and Effectiveness in DSA(s)

Abbreviation: EvlEfctvAssmntDSA

Description: Indicate in a comment at the evidence request level the DSA page numbers where requirements in 10.0–10.5 of the ME program instrument can be found.

Item Instructions:

Related Items: ME 10

##### Evaluation, Assessment, and Effectiveness in the RA or DFA

Abbreviation: Evefasssradfa

Description: Indicate in a comment at the evidence request level the RA or DFA page numbers where requirements in 10.0–10.5 of the ME program instrument can be found.

Item Instructions:

Related Items: ME 10

##### Individual Needs Assessment/Individual Learning Plan (INA/ILP)

Abbreviation: IndvdlNdsAsmntFm

Description: At least three completed INA/ILP forms with identifying student information redacted.

Item Instructions: ME 10: Include forms for migratory children at a variety of grade levels and out-of-school-youth from the district(s) identified by the reviewer.

Related Items: ME 10, ME 14

##### Pre and Post Formative Assessment per the RA, DFA, and DSA

Abbreviation: PrePostFrmtvAsmntDSA

Description: Most recent pre/post formative assessment results/reports for services per the agreement.

Item Instructions: Provide results/reports for a minimum of two services from the RA/DFA and two services from the DSA(s) identified by the reviewer.

Related Items: ME 10

## V. Staffing and Professional Development (PD)

### ME 11: Staffing

1. MEP summer school staff members are properly credentialed and have cultural training and understanding of the unique needs of migratory children. (*EC* Section 54444.3[a][4])

#### Evidence Requests

##### Staff Credentials

Abbreviation: StfCrdntls

Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name including full middle name.

Item Instructions: ME 11: Credential or permit information, including Pre-K, for certificated staff working with migratory children in the region and district(s) identified by the reviewer, indicating staff is properly credentialed for the subjects taught, for regular year and summer services.

Related Items: AE 04, PE 09, SEI 09, ME 11, CE 08, CE 19

##### Staff Roster Regular Year and Summer School

Abbreviation: SfRstMEP

Description: List of staff paid in whole, or in part, with Title I, Part C funds, their assignments during both regular year and summer school, and the full-time equivalent percentage of their time charged to MEP funding.

Item Instructions: ME 11: Include all staff as well as teachers and classified staff employed temporarily, hourly, or on a non-regular contract in the region and the district(s) identified by the reviewer.

Related Items: ME 11

### ME 12: Professional Development (PD)

1. The migrant region arranges for professional development programs, including mentoring, for teachers and other MEP personnel.
(20 U.S.C. Section 6394[c][7][B])
	1. The migrant region provides or arranges for staff development services for migrant education staff at the school and district levels.
	(*EC* Section 54444.4[c][5])
	2. The LEAs or other agencies operating programs for migratory children provide support to instructional staff. (*EC* Section 54444.4[b][3])
	3. The migrant region and LEA recruiters, and all other staff involved in determining eligibility and conducting quality control procedures, attend comprehensive training to ensure they know the requirements for accurately determining and documenting child eligibility under the MEP.
	(34 CFR Section 200.89[d][1])

#### Evidence Requests

##### Implementation of MEP-Specific PD

Abbreviation: ImplmntnMEPpd

Description: At least two samples of completed observations of grade-level core academic subjects demonstrating the use of specific techniques to support migratory children provided in PD.

Item Instructions:

Related Items: ME 12

##### Records of PD for Identification and Recruitment (I&R) Staff

Abbreviation: RcrdsPDIRStf

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to, agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: ME 12: Provide documentation for completed professional development on I&R activities, including evidence the region or direct funded district’s Designated State Educational Agency (SEA) reviewer attended state training.

Related Items: ME 12

##### Records of PD for Teachers and Staff Outlined in the RA or DSA

Abbreviation: PrfDvlpmntDSA/RA

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to, agendas, calendars, certificates, sign in sheets, minutes and training materials.

Item Instructions: ME 12: Provide documentation for completed professional development on the unique needs of migratory children as outlined in the RA/DSA for teachers and other staff working with migratory children.

Related Items: ME 12

## VI. Opportunity and Equal Educational Access

### ME 13: Equal Opportunity

1. The migrant region and LEA address the unique educational needs of migratory children in accordance with the State Service Delivery Plan. (20 U.S.C. Section 6396[a][1])
	1. The migrant region and LEA provide migratory children with the opportunity to meet challenging state academic standards.
	(20 U.S.C. Section 6396[a][1][C])
	2. The migrant region and LEA provide services required by state and federal laws or regulations. (*EC* Section 54444.4[b][1], [c][6])
	3. The LEA provides general fund services to schools with MEP services that are comparable to those provided to other schools. (20 U.S.C. sections 6321[c] and 6394[c][2])
	4. The migrant region and LEA provide educational continuity for migratory children through the timely transfer of educational and health records.
	(20 U.S.C. Section 6391; 34 CFR Section 200.82[c])

#### Evidence Requests

##### Equal Opportunity in DSA(s)

Abbreviation: EqOptntyDSA

Description: Indicate in a comment at the evidence request level the DSA page numbers where requirement in 13.0–13.3 of the ME program instrument can be found.

Item Instructions:

Related Items: ME 13

##### Equal Opportunity in the RA or DFA

Abbreviation: EqlOprtntyRaDfa

Description: Indicate in a comment at the evidence request level the RA or DFA page numbers where the requirements in 13.0–13.3 of the ME program instrument can be found.

Item Instructions:

Related Items: ME 13

##### Lesson Plans for Services to Migratory Children

Abbreviation: LsnPlns

Description: Lesson plans for instructional support services described in the RA/DFA and DSA(s) identified by the reviewer. Highlight how program services are coordinated with the State Service Delivery Plan and California Content Standards.

Item Instructions: ME 13: Provide lesson plans from a minimum of two services in the RA/DFA and two services in the DSA(s) identified by the reviewer. Include lesson plans for: Saturday school, summer school, and after school programs.

Related Items: ME 13

##### Migrant Student Information Network (MSIN) Academic Risk Report

Abbreviation: MSINAcdmcRskRprt

Description: Provide the MSIN academic risk report for the region and the district(s) identified by the reviewer. Include totals of migratory children academically at risk in the region, each district in the region, and for the district identified by the reviewer, in each school.

Item Instructions:

Related Items: ME 13

##### Comparability Policies

Abbreviation: CmprbltyPlcs

Description: Current LEA-wide salary schedule, a policy to ensure equivalence among schools in teachers, administrators, and other staff, and a policy to ensure equivalence among students in the provision of curriculum materials and instructional supplies.

Item Instructions: ME 13: Provide the policies and salary schedules for the region and district(s) identified by the reviewer. LEAs undergoing a Federal Program Monitoring Compensatory Education review in the current cycle do not need to provide this documentation unless a finding regarding comparability was issued.

Related Items: ME 13

##### Sample Records from Migrant Student Information Exchange (MSIX)

Abbreviation: SmplMSIXData

Description: Three samples of MSIX usage for migratory children moving to or from other LEAs and a list of staff trained in and using MSIX in the region and district(s) identified by the reviewer.

Item Instructions: ME 13: Usage samples include, but are not limited to, data requests, move notifications, and email confirmations.

Related Items: ME 13

## VII. Teaching and Learning

### ME 14: Educational and Other Services

1. The LEA provides migratory children with the full range of services available from appropriate local, state, and federal education programs.
(20 U.S.C. Section 6394[b][1][A])
	1. The migrant region and LEA provide a comprehensive, supplementary program designed to meet the educational, health, and related needs of participating students, as described in the service agreement.
	(*EC* Section 54443.1[c])
	2. The migrant region and LEA give priority for service to migratory children who have made a qualifying move within the previous one-year period and (1) who are failing, or most at risk of failing, to meet state academic standards or (2) who have dropped out of school.
	(20 U.S.C. Section 6394[d])
	3. The migrant region and LEA coordinate the integration of MEP services with other state and federal programs. (20 U.S.C. Section 6396[a][1][F–G])
	4. The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or upon enrollment.
	(*EC* Section 54443.1[d])
	5. The migrant region and LEA maintain migratory children’s records for kindergarten through grade twelve students, or copies, in the student cumulative record.
	(20 U.S.C. Section 6394[b][3]; *EC* sections 49061[b], 49062; 5 *CCR* Section 432[a])

#### Evidence Requests

##### Coordination with other State and Federal Programs

Abbreviation: CrdntnStFdPrgrms

Description: Agendas, sign-in sheets, minutes of coordination with local, state, and federal programs demonstrating MEP staff were part of the discussions of how resources and services are allocated.

Item Instructions: ME 14: Provide evidence from at least three examples of coordination with state or federal programs.

Related Items: ME 14

##### Cumulative Records of Migratory Children

Abbreviation: CumRcrdsMgrtryChldrn

Description: The reviewer will sample student learning records (e.g., report cards, assessments) in cumulative records of migratory children on site. Do not upload evidence for this evidence request.

Item Instructions:

Related Items: ME 14

##### Individual Needs Assessment/Individual Learning Plan (INA/ILP)

Abbreviation: IndvdlNdsAsmntFm

Description: At least three completed INA/ILP forms with identifying student information redacted.

Item Instructions: ME 14: Include the INA/ILP notification to the parent/guardian for at least three migratory children at a variety of grade levels in the district(s) identified by the reviewer.

Related Items: ME 10, ME 14

##### Priority for Service (PFS) Records and Student Services

Abbreviation: PFSRcrdsStdntSrvcs

Description: Four samples of instructional service attendance records with PFS students identified and a narrative explanation of internal controls for tagging newly arrived PFS students and giving PFS students priority for participation in services.

Item Instructions: ME 14: Provide attendance records from two regional services and two district services in the district identified by the reviewer.

Related Items: ME 14

### ME 15: Identification, Recruitment, and Quality Control

1. The LEA has established and implemented a system of quality controls for the proper identification and recruitment of eligible migratory children.
(34 CFR Section 200.89[d])
	1. The migrant region and LEA provide comprehensive training to ensure that recruiters and all other staff involved in determining eligibility and conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP.
	(34 CFR Section 200.89[d][1])
	2. The migrant region and LEA have implemented a system that provides for the supervision and annual review and evaluation of identification and recruitment practices of individual recruiters. (34 CFR Section 200.89[d][2])
	3. The migrant region and LEA have implemented a formal process for resolving eligibility questions raised by recruiters and their supervisors and for ensuring that this information is communicated to all local operating agencies. (34 CFR Section 200.89[d][3])
	4. The migrant region and LEA have implemented an examination process of each COE, by qualified individuals, to verify that written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services. (34 CFR Section 200.89[d][4])
	5. The migrant region and LEA have implemented a process to validate that the eligibility determinations were properly made, including conducting prospective re-interviews. (34 CFR Section 200.89[d][5])
	6. The migrant region and LEA have implemented a documentation process that supports the implementation of this quality control system and of a record of actions taken to improve the system where periodic reviews and evaluations indicate the need to do so. (34 CFR Section 200.89[d][6])
	7. The migrant region and LEA have a process for implementing corrective actions if the SEA finds COEs that do not sufficiently document a child’s eligibility for the MEP or in response to internal audit findings, or monitoring. (34 CFR Section 200.89[d][7])

#### Evidence Requests

##### Annual Evaluation of I&R staff

Abbreviation: AnlEvlIIRStf

Description: Records verifying implementation of the system described in the LEA’s I&R Quality Control Plan for the supervision, annual review, and evaluation of I&R recruitment practices.

Item Instructions: ME 15: Provide evidence of supervision and evaluation of each individual responsible for conducting I&R activities.

Related Items: ME 15

##### Corrective Action Records

Abbreviation: CrctvActnRcrds

Description: Local re-interview reports and documentation of corrective actions taken to improve I&R practices.

Item Instructions: In addition to local reports and actions to improve I&R practices, provide evidence of implementation of any corrective actions required by the SEA.

Related Items: ME 15

##### Quality Control Plan

Abbreviation: QltyCntrlPln

Description: The LEA’s current year I&R Quality Control Plan approved with the RA or DFA.

Item Instructions:

Related Items: ME 15

##### Quality Control Records

Abbreviation: QltyCntrlRcrds

Description: Evidence of implementation of the I&R quality control system by qualified individuals.

Item Instructions: ME 15: Provide at least three samples which may include, but are not limited to, annual verification logs, local re-interview records, local and state re-interview instruments for sampled students.

Related Items: ME 15