**Title I, part C Education of Migratory Children
Georgia Department of Education**

**State ID & R Plan**

**I. MISSION STATEMENT**

The Georgia Department of Education (GaDOE), Title I, Part C Education of Migratory Children, through this State Identification and Recruitment (ID&R) Plan, will strive to meet and fully comply with all federal regulations and guidelines pertaining to the identification and recruitment of migratory children in the State. The GaDOE MEP staff and LEAs will adhere to and implement the State ID & R Plan.

To achieve this goal, the Georgia MEP establishes the following measurable objectives:

**II. MEASURABLE OBJECTIVES**

**Objective 1:** The State will ensure the quality and consistency of statewide identification and recruitment through uniform training of all personnel working for the Georgia MEP in identification and recruitment; 70% of all personnel working for the Georgia MEP will be certified as “Novice” recruiters on an annual basis.

**Objective 2:** The State will identify and recruit all eligible migratory children present in the State during each program year from September 1 to August 31. The State will analyze historical data, both on a month-to-month and annual basis, to compare migratory influx and enrollment trends to ensure that child identification and recruitment patterns remains logical and consistent.

**Objective 3:** The identification and recruitment of all eligible children will be completed within three months of their arrival in 70% of the cases.

**Objective 4:** The integrity of the migratory child roster will be of paramount importance to the Georgia MEP. Integrity will be measured through a strict quality control process with an annual discrepancy rate within a 96% confidence level.

**Objective 5:** At no time will the State, or any of its sub-grantees, establish any recruitment quotas or any procedure or rule that would act as a quota. The State will have zero tolerance for any situations anticipating an amount or percentile of children to be recruited.

**Objective 6:** LEAs will use MSIX to coordinate with Receiving and Departing LEAs, in and out of State, for the prompt and efficient ID&R of all eligible children arriving or departing to and from their LEA or State. The number of MSIX Departing Notifications will be equal to 75% or more of the

**III. STRATEGIES/ACTIVITIES**

To meet the objectives of the State ID&R Plan, the following strategies will be used:

**1. Recruitment Model**

The State will use a Combination Recruitment Model, which consists of both state and district level recruitment efforts. The state recruiters, hired by the State and assigned to one of two regions in the State, will be under the direct supervision of State and regional office coordinators. District recruiters, hired by the school districts, will be monitored by both their district supervisors and the State and regional office coordinators. All recruiters will follow the Georgia MEP Identification and Recruitment guidelines.

**2. ID&R Training**

Personnel working for the Georgia MEP, in any capacity, will attend two formal\* and other “as needed” informal trainings conducted throughout the year in each of the State’s two regions. Uniform training materials will be prepared by the State ID&R coordinator and will be based on the most current versions of the following publications: Migrant Education Program (MEP) Regulations, Office of Migrant Education (OME) Non-Regulatory Guidance, Georgia ID&R Handbook, Georgia ID&R Certification Manual, and Georgia MEP Recruiters Code of Ethics. The trainings will focus on appropriately applying the State’s ID & R policies and procedures, as well as discussions regarding identified problem areas in the State’s ID & R efforts and work. Such cases will be identified based on an on-going analysis of the Certificate of Eligibility (COE) Error Files maintained at each regional office and reviewed by the State ID & R coordinator. They may also be identified during regular quality control monitoring procedures conducted by the regional offices and/or the State office.

All staff members, including LEA-funded staff, are required to attend mandatory training sessions. A direct funded LEA without an SSP or recruiter is required to have one person trained in ID&R. This is typically the MEP contact. While this person may do minimal ID&R, the LEA is still responsible for having a staff member trained in ID&R.

**3. ID&R Certification**

Personnel working for the Georgia MEP, in any capacity, will participate in the State’s ID&R certification process and complete, at a minimum, the required seat hours for “Novice” level certification. State and full-time district recruiters, however, will successfully complete the highest certification level available at the time. All certification related policies and procedures will be documented in and made available through the Georgia MEP ID & R Certification Manual.

**4. Recruitment Support**

All recruiters will be informed of and will have access to task specific support materials, for example, program information handouts, State, regional, and local contact information, bilingual support services information and any other assistance necessary for the normal fulfillment of their duties and responsibilities. The availability, oversight and distribution of materials and assistance will be managed by the State ID&R coordinator in collaboration with both the State MEP office and the regional offices. In addition, the State ID&R coordinator will clearly communicate the support structures in place for all recruiters and will serve as the primary source for relevant information pertaining to ID & R policies and procedures. The State ID&R coordinator will be readily available to guide and support recruiters on eligibility issues and will serve as the point of contact for the resolution of such issues.

**5. Quality Control**

The Georgia MEP will uniformly implement quality control policies and procedures to ensure that all documentation related to child eligibility, beginning with the COE, contains true and accurate information. The end result of the various quality control policies and procedures will ensure, to an independent reviewer, that a sufficient amount of accountability and detail is in place and available to demonstrate a sound basis for the migrant eligibility determination being established and maintained.

The State’s ID&R quality control policies and procedures contain protocols that target the following five areas:

1. Ensuring the accuracy and rationality of initial child eligibility determinations as documented on the COE.
2. Assessing and resolving complicated and questionable initial child eligibility cases
3. Child eligibility decision appeals process
4. Evaluating and conducting public requests for child eligibility re-interviews
5. Conducting prospective child eligibility re-interviewing

**6. Interstate/Intrastate ID&R Coordination**

The LEAs in the Georgia MEP will coordinate with in and out of State LEAs for the prompt and efficient ID&R of all eligible children arriving or departing to/from their LEA or State. All LEAs will complete Departing Forms and send, within 48 working hours, to the receiving LEA an MSIX online departure notification. All MSIX online arriving notifications will be follow-up within 48 working hours of arrival.

**7. Evaluation**

The Georgia MEP will establish ID&R evaluation policies and procedures to measure and help ensure the State’s capacity to meet the federal requirement that all eligible children present in the state are identified, recruited, and served. They are:

* The state will evaluate the six measurable objectives in the State ID&R plan. If major inconsistencies or changes are found to exist, the causes will be analyzed and evaluated so that corrective action plans can be developed and implemented.
* Analysis of Recruitment Reports: The Georgia MEP will analyze current recruitment data against historical recruitment data. If major inconsistencies or changes in recruitment are found to exist, the causes will be analyzed and evaluated so that corrective action plans can be developed and implemented.
* Evaluation of the Identification and Recruitment practices of individual recruiters at all GaMEP levels: The Georgia MEP will evaluate the individual ID&R practices of state and districts recruiters. The state will evaluate the implementation and adherence of those individuals to the State's ID&R Plan.

**IV. STATE RESOURCES**

The Georgia MEP will develop, adopt, maintain and, where appropriate, distribute resources to ensure that the State complies with all applicable federal requirements related to ID&R. These resources will be used to ensure the timely and accurate recruitment of all eligible children who meet the federal definition of migratory Child. These resources will also be used to ensure and protect the integrity and legitimacy of all child rosters and child counts. Each of the two regional offices will be responsible for ensuring that all resources for the region, and the state as a whole, are accurate, current, and made available to MEP staff as directed or needed. This includes, but is not limited to, the following resources developed by the Georgia MEP:

* **ID&R Handbook:** The Georgia ID&R Handbook is used by the Georgia MEP to ensure the availability and distribution of the State’s policies and procedures regarding the identification and recruitment of migratory children in Georgia. The handbook is revised, as needed, to reflect any changes in the MEP.
* **ID&R Certification Manual:** The Georgia ID&R Certification Manual is used by the Georgia MEP to instruct and inform all MEP staff on the State’s certification related policies and procedures. The manual is revised, as needed, to reflect any changes in the MEP.
* **OME Non-Regulatory Guidance:** The Georgia MEP bases its ID&R policies and procedures on the March 2017 publication. It is made available to all personnel during the State’s initial ID&R training. All updates to federal guidance, either published through revisions to this publication or formally presented by OME elsewhere, will be the basis for the State’s ID&R policies and procedures.
* **Recruitment Maps:** Uniformly prepared county maps will be maintained by the State recruiters and the regional office coordinators to indicate where migratory families in Georgia live and work. The maps will be housed in and updated by the regional office twice a year, July, and January 18. A notice of the completion of updates will be sent by the appropriate regional office coordinator via email to the state ID&R coordinator and should include a copy to the state program manager.
* **Regional Calendars with Seasonal Crops Activities**: Monthly calendars recording seasonal crop activities will be housed in and updated by the regional offices twice a year, July and January 18. The activities recorded will contain the following minimum three (3) data elements:
1. Crop Name
2. Production and Cultivation timeline (Field Preparation, Planting, Harvesting, Packing)
3. Geographical Locations to Support Recruitment Maps A notice of the completion of updates will be sent by the appropriate regional office coordinator via email to the state ID&R coordinator and should include a copy to the state program manager.

**Regional Profiles of Major Employers:** Profiles documenting employers of migratory agricultural workers will be housed in and updated by the regional offices twice a year, July, and January 18. Profiles will contain the following data elements:

1. Name of Business

2. Business Address

3. Name and Phone Number of Contact Person

4. Business Recruitment Practices for Prospective Employees

5. Type of workers; local, transient pre-hired, transient walk-in, or H-2A visa

6. Number of Migratory Positions Typically Employed per Season A notice of the completion of updates will be sent by the appropriate regional office coordinator via email to the state ID&R coordinator and should include a copy to the state program manager.

* **State MEP Ethics Policy:** The State staff of the Georgia MEP adheres to and abides by the Georgia Department of Education’s ethics policy. In addition, the State will develop and distribute an additional ethics policy directly addressing behavior and conduct within the Georgia MEP. It will be followed by all State, regional and local MEP personnel.
* **State Recruitment Safety Policy:** The Georgia MEP will distribute and utilize a common set of safety policies pertaining to the activities surrounding the identification and recruitment of migratory children in the State. The policies will place emphasis on the awareness and the prevention of risks to the safety of Georgia MEP ID&R personnel.

**V. STATE ID&R ACTION PLAN (Checklist of Activities to support the State ID&R plan)**

(See LEA ID&R Activities Template in page 54)

**Connecting the State ID&R Plan to Local Educational Agencies**

Each LEA in Georgia receiving MEP funds, consolidated or not, is required to create a yearly ID&R plan connected to this state plan. The following pages show the ID&R plan template that LEAs use and submit for approval along with the yearly federal programs consolidated application.