I. Involvement

ME 01: Parent Advisory Councils (PACs)

1.0 District and regional PACs fulfill their responsibilities to:

(a) Establish migrant education program (MEP) goals, objectives, and priorities. (California Education Code [EC] Section [§] 54444.4[a][1])

(b) Review annual needs assessments, program activities for each school, and individualized education plans. (EC § 54444.4[a][2])

(c) Be actively involved in the planning and negotiation of program applications and service agreements. (20 United States Code (20 U.S.C.) § 6394[c][3][A], [B]; EC § 54444.4[a][4])

1.1 Members of the PACs were elected by parents of migrant children at a general meeting to which all parents of pupils enrolled in the MEP were invited. (EC § 54444.2[a][2])

1.2 The composition of the PAC is determined by the parents of children enrolled in the MEP. (EC § 54444.2[a][1][A])

1.3 At least two-thirds of the PAC consist of parents of migrant children. (EC § 54444.2[a][1][B])

1.4 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])

1.5 The Regional Application (RA) and District Services Agreement (DSA) are presented to parents in a format and language understandable to them. (20 U.S.C. § 6394 [c][3][B])

1.6 By March 31 of each even number year, each migrant region shall convene a Regional Parent Advisory Committee (RPAC) meeting for the purpose of
nominating eligible parents to the State Parent Advisory Committee (SPAC).  

(Title 5, California Code of Regulations [5 CCR] § 12033[a])

Evidence Requests

PAC Bylaws
Abbreviation: PACByls
Description: List of PAC rules/bylaws to direct activities of members.
Item Instructions: ME 01: Provide the most current version of bylaws for PACs.
Related Items: ME 01

PAC Meeting Agendas, Minutes, and Sign-In Sheets
Abbreviation: PACMtgAgnda
Description: Provide recent documents detailing how the PAC addressed all legal requirements per ME items 1.0 to 1.5.
Item Instructions: ME 01: Calendar, notifications, agendas, sign-in sheets, minutes, election materials including roster of candidates and county office of education (COE) numbers, and training materials.
Related Items: ME 01

Regional Parent Advisory Committee
Abbreviation: RgnlPrntlAdvCmte
Description: Most current RPAC meeting materials with the nomination of eligible parents to the SPAC. These materials may include, but are not limited to, invitations, agendas, sign-in sheets, minutes, election materials, and the roster of candidates with certificate of eligibility numbers and training materials.
Item Instructions: 
Related Items: ME 01

II. Governance and Administration

ME 02: Regional or Direct Funded Application (RA or DFA)

2.0 The Superintendent shall establish the service regional system as the primary method for the delivery of services to migrant children. 

(EC section § 54444.1[a])
2.1 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 time lines 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 § 54443.1[h])

2.2 MEPs shall include all the requirements of EC § 54443.1(a–h).

2.3 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 § 54444.1[a][5])

2.4 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 migrant pupils are enrolled. (EC § 54444.1[d])

2.5 Direct funded districts 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 § 54444.1[f][1])

Evidence Requests

Regional Application or Direct Funded Application (RA or DFA)

Abbreviation: RegnlAplctn
Description: Current year, 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.

Item Instructions:
Related Items: ME 02, ME 04, ME 08, ME 10, ME 13

ME 03: District Services Agreements (DSAs)

3.0 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 time lines 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 § 54443.1[h])
3.1 MEPs shall include all the requirements of EC 54434.1(a–h).

Evidence Requests

District Services Agreements (DSAs)

Abbreviation: DSA
Description: Current year DSAs. (Previous years' agreements may be requested by the reviewer).

Item Instructions:
Related Items: ME 03, ME 04, ME 05, ME 07, ME 08, ME 10, ME 13, ME 15

ME 04: Migrant Region Services

4.0 The migrant region provides:

(a) Technical assistance to LEAs according to the service agreement.

(b) Interagency coordination that improves services to migrant children.

(c) Direct services required by the service agreement.

(d) Training for parents and members of district, regional, and school PACs.

(e) Arrange for staff development services for MEP staff at the school and district levels. (EC § 54444.4[c])

Evidence Requests

Coordination with other State and Federal Programs

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

Item Instructions:
Related Items: ME 04
2018–19 ME Program Instrument (Continued)

Direct Service Attendance Records
Abbreviation: DSAattrcds
Description: Attendance records for a minimum of five different direct services provided to migratory students.
Item Instructions: Related Items: ME 04

Description of Migrant Region Services in DSA(s)
Abbreviation: DscMgrRgSvsDSA
Description: Indicate in a comment at the evidence request level the DSA page numbers where each sub-item (a)-(e) of item 4.0 in the ME program instrument can be found.
Item Instructions: Related Items: ME 03, ME 04

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 item 4.0 of the ME program instrument can be found.
Item Instructions: Related Items: ME 02, ME 04

Technical Assistance Meetings Documentation
Abbreviation: TAmtgdocs
Description: Correspondence, e-mail, agendas, minutes, etc. between MEP regional office staff and LEA staff including objectives and outcomes related to technical assistance and interagency coordination.
Item Instructions: Related Items: ME 04
ME 05: District Services

5.0 Each district receiving MEP funds provides:

(a) Services in compliance with applicable state and federal laws or regulations.

(b) Information to parents.

(c) Support to instructional staff. (EC § 54444.4[b])

Evidence Requests

Description of District Services in DSA(s)

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 03, ME 05

District Letters and Notices to Parents

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

Item Instructions: Related Items: ME 05

ME 06: Inventory

6.0 For all categorical programs, the LEA maintains an inventory record for each piece of equipment, with an acquisition cost of $500 or more per unit that is purchased with state and/or federal funds. The record describes the acquisition by:

(a) Type

(b) Model

(c) Serial number

(d) Funding source
(e) Acquisition date

(f) Cost

(g) Location

(h) Current condition

(i) Transfer, replacement, or disposition of obsolete or unusable equipment. Records include the date of disposal, sale price, and mode of disposal. (EC § 35168; 5 CCR § 3946; 2 Code of Federal Regulations [CFR] § 200.313[d][1])

6.2 The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records (2 CFR § 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 (EDGAR)/CA EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions:

Related Items: EL 06, ME 06, CTE 02, HE 08, BASP 10, BASP 15, FPR 05, AE 02, AE 09, EES 06, CE 12, NorD 08

III. Funding

ME 07: Use of Funds

7.0 The migrant region and LEA use MEP funds only for authorized activities and equipment. (20 U.S.C. §§ 6394 [c][1], 6396[b])
Evidence Requests

General Ledger
Abbreviation: GnLdgr
Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).
Item Instructions: ME 07: Detailed general ledger for resource codes 3060 and 3061. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.
Related Items: ME 07, CTE 02, FM 01, FM 02, FM 03, FM 05, FM 06, SEI 05, SEI 06, SEI 07, AE 02, CE 09

Use of Funds
Abbreviation: UsofFunds
Description: Indicate in a comment at the evidence request level the DSA page numbers where information on use of funds can be found.
Item Instructions:
Related Items: ME 07

ME 08: Supplement Not Supplant

8.0 For the MEP, the LEA uses categorical funds only to supplement, and not supplant, state and local funds. (20 U.S.C. §§ 6321[b], 6394[c][2])

Evidence Requests

LEA Expenditure Reports for Sub-grantees
Abbreviation: SubgntLEAExpRpts
Description: Sub-grantees must obtain expenditure reports from the grantee and provide them here. Reviewer will request detail for specific expenditures after evaluating the expenditure report.
Item Instructions:
Related Items: ME 08
LEA Summer School Records
Abbreviation: LEASmrSchlRcds
Description: Student attendance records for all MEP summer programs at all sites offered by the LEA.

Item Instructions:
Related Items: ME 08

Supplement Not Supplant in DSA(s)
Abbreviation: SplmntNtSpInt
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 03, 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 02, ME 08

ME 9: Salaries and Wages

9.0 The LEA must properly assess administrative charges for direct or indirect costs of federal funds for salaries and wages in proportion to an allowable and identified quantity and duties of the employee. (California School Accounting Manual [CSAM]; 2 CFR §§ 200.414, 200.430.)

9.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, may complete a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used. (CSAM; EC § 52853[a][7]; 2 CFR § 200.430)
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:
Related Items: ME 09, CTE 02, FM 01, FM 03, SEI 05, SEI 07, BASP 12, BASP 15, CE 09, CE 11, CE 20

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 employees funded all or in part through Title I, Part C.
Related Items: ME 09, FM 01, FM 03

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 and 3061.
Related Items: ME 09, FM 01, FM 03, SEI 05, SEI 07, FPR 03, CE 09, CE 11
Time Accounting Records

Abbreviation: TmAcntngRcrds
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 accounting documentation for positions at the selected sites funded all or in part through Title I, Part C.

Related Items: EL 08, ME 09, CTE 02, FM 01, FM 03, HE 10, AE 02, CE 09, CE 11, NorD 12

IV. Standards, Assessment, and Accountability

ME 10: Evaluation, Assessment, and Effectiveness

10.0 The migrant region and LEA measure the progress of migratory children against the desired outcomes of the migrant education program and state academic standards. (20 U.S.C. § 6396[a][1][C][D])

10.1 The LEA completes an individual assessment of the educational and health needs of each migratory child within 30 days of enrollment. (EC § 54443.1[a])

10.2 The LEA identifies and addresses the unique needs of migratory children in coordination with other categorical programs. (20 U.S.C. § 6396[a][1])

10.3 The LEA identifies and addresses the needs of migratory children through measurable program goals and outcomes. (20 U.S.C. § 6396[a][1][D])

10.4 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.§ 6311[b][2][E][iii])

10.5 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. §§ 6311[b], 6396 [a][1][C]; 34 CFR § 200.83[a])
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 Item 10.0-10.5 of the ME program instrument can be found.

Item Instructions:
Related Items: ME 03, 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 can be found.

Item Instructions:
Related Items: ME 02, ME 10

Individual Needs Assessment Form
Abbreviation: IndvdlNdsAsmntFm
Description: At least three completed Individual Needs Assessment forms with identifying student information redacted.

Item Instructions:
Related Items: ME 10

Pre and Post Formative Assessment per the DSA
Abbreviation: PrePostFrmtvAsmntDSA
Description: Most recent pre/post formative assessment results/reports for a minimum of three programs per the agreement.

Item Instructions:
Related Items: ME 10
V. Staffing and Professional Development (PD)

ME 11: Staffing

11.0 The migrant region and LEA provide PD programs and support for teachers and other program staff members.
(20 U.S.C. § 6394[c][7][B]); EC § 54444.4[b][3], [c][5])

11.1 MEP summer school staff members are properly credentialed and have cultural training and understanding of the unique needs of migrant children.
(EC § 54444.3[a][4])

Evidence Requests

Staff Credentials; Regular Year and Summer School
Abbreviation: StfCrdntls
Description: Spreadsheet of certificated staff working with migratory children indicating staff are properly credentialed for the subjects, including Pre-K permits, for regular year and summer school.

Item Instructions:
Related Items: ME 11

Staff Roster Regular Year and Summer School
Abbreviation: SfRstMEP
Description: List of the MEP staff, their assignments during both regular year and summer school, and the full-time equivalent percentage of their time charged to MEP funding.

Item Instructions:
Related Items: ME 11

ME 12: Professional Development (PD)

12.0 The migrant region arranges for staff development services for MEP staff at the school and district levels. (EC § 54444.4[c])

12.1 The migrant region and LEA provide PD programs and support for teachers and other program staff members.
(20 U.S.C. § 6394[c][7][B]); EC § 54444.4[b][3], [c][5])

12.2 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 § 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 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.
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

13.0 The migrant region and LEA provide migratory children with the opportunity to meet challenging state academic standards. (20 U.S.C. § 6396(a)(1)(C))

13.1 The migrant region and LEA provide services required by state and federal laws or regulations. (EC § 54444.4(b)(1))

13.2 The LEA provides general fund services to MEP schools comparable to those provided to other schools. (20 U.S.C. § 6321(c))

13.3 The migrant region and LEA provide educational continuity for migratory children through the timely transfer of educational and health records. (20 U.S.C. § 6391; 34 CFR § 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 items 13.0-13.3 of the ME program instrument can be found.

Item Instructions:
Related Items: ME 03, ME 13

Equal Opportunity in the RA or DFA

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

Item Instructions:
Related Items: ME 02, ME 13
Lesson Plans for Services to Migratory Children
Abbreviation: LsnPlns
Description: Provide a minimum of three lesson plans for each of the following: before school, after school, and summer school programs. Highlight how program services are coordinated with the core curriculum.

Item Instructions:
Related Items: ME 13

Migrant Student Information Network (MSIN) Priority for Services (PFS) Documents
Abbreviation: MSINPFSdocs
Description: Provide the MSIN service report for PFS students.

Item Instructions:
Related Items: ME 13

Regular and Summer School Daily Schedules
Abbreviation: RglSmrSchlDlySchdls
Description: Daily schedules for students in each grade span for at least one MEP funded school and one non-MEP funded school, including a narrative of how funds support migratory pupils’ achievement of state academic standards.

Item Instructions: ME 13: Two daily schedules for migratory children and two daily schedules for non-migratory children. The narrative should demonstrate support for migratory student achievement during the academic year and applicable intersessions.
Related Items: ME 13

Sample Transfer Records from Migrant Student Information Exchange (MSIX) Data System
Abbreviation: SmplMSIXData
Description: Provide three samples of MSIX Transfer Confirmations and three Move Notifications for migratory students who transferred from other LEAs. Provide a list of MEP/LEA staff that are trained in the use of MSIX.

Item Instructions:
Related Items: ME 13
VII. Teaching and Learning

ME 14: Educational and Other Services

14.0 The LEA provides migratory children with the full range of services available from appropriate local, state, and federal education programs. (20 U.S.C. § 6394[b][1][A])

14.1 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 § 54443.1[c])

14.2 The migrant region and LEA give priority for service to migratory children who are failing, or most at risk of failing, to meet state academic standards or who have dropped out of school and who have made a qualifying move within the previous one-year period. (20 U.S.C. § 6394[d])

14.3 The migrant region and LEA coordinate the integration of MEP services with other state and federal programs. (20 U.S.C. § 6396[a][1][G])

14.4 The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or upon enrollment. (EC § 54443.1[d])

14.5 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. § 6394[b][3])

Evidence Requests

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
Individualized Learning

Abbreviation: IndLngPln
Description: Provide three individual student records (e.g., pre/post-tests) of migrant services results as well as students’ Individual Learning Plan with date completed (student first names only).

Item Instructions:
Related Items: ME 14

Migratory Children Enrollment

Abbreviation: MCEnroll
Description: List of MEP students (first name only) based on priority for services and explanation of how priority list was developed.

Item Instructions:
Related Items: ME 14

ME 15: Identification, Recruitment, and Quality Control

15.0 The LEA has established and implemented a system of quality controls for the proper identification and recruitment (I & R) of eligible migratory children. (34 CFR § 200.89[d])

15.1 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 § 200.89[d][1])

15.2 The migrant region and LEA have implemented a system that provides for the supervision and annual review and evaluation of the I & R practices of individual recruiters. (34 CFR § 200.89[d][2])

15.3 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 § 200.89[d][3])

15.4 The migrant region and LEA have implemented an examination process of each Certificate of Eligibility (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 § 200.89[d][4])
15.5 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 § 200.89[d][5])

15.6 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 § 200.89[d][6])

15.7 The migrant region and LEA have a process for implementing corrective actions if the State Educational Agency (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 § 200.89[d][7])

Evidence Requests

Annual Evaluation of I & R staff
Abbreviation: AnlEvlIIRStf
Description: Evidence of evaluation of each individual responsible for conducting I & R activities.

Item Instructions:
Related Items: ME 15

COE Verification Records
Abbreviation: COEVrfctnsRcds
Description: Provide a list that shows annual re-verification visitations. Redact personal information.

Item Instructions:
Related Items: ME 15

Corrective Action Records
Abbreviation: CrctvActnRcrds
Description: Documentation of corrective actions (if applicable) taken to improve student outcomes. Indicate in a comment if corrective actions were not required.

Item Instructions:
Related Items: ME 15
Supervision of Recruiters

Abbreviation: SprvnRcrtrs
Description: Records verifying the implementation of a system for the supervision, annual review, and evaluation of I & R practices.

Item Instructions:
Related Items: ME 15

Identification, Recruitment, and Quality Control in DSA(s)

Abbreviation: IdntRcrtQltyDSA
Description: Indicate in a comment at the evidence request level the DSA page numbers where requirement in items 15.0-15.7 of the ME program instrument can be found.

Item Instructions:
Related Items: ME 03, ME 15