



## Indiana Department of Education

**Glenda Ritz, NBCT**  
Indiana Superintendent of Public Instruction

November 25, 2013

Dear Colleague in Education:

The Office of English Learning and Migrant Education of the Indiana Department of Education administers a supplemental educational program for the children of migratory agricultural farm workers in Indiana. As part of this program and Title I, Part C of the No Child Left Behind Act of 2001, our local project staff are required to gather pertinent educational and support data on identified children.

The local Identification and Recruitment Field Specialists and Migrant Regional Centers in your area are requesting access to student files and information. Signed parent permission forms granting the Migrant Education Program access to such records are kept on file in the form of a certificate of eligibility (COE). Additionally, the Migrant Education Program and the Indiana Department of Education are bound by all provisions of FERPA and the similar laws of confidentiality as your school corporation. Thank you in advance for honoring this authorization for access to student records by the identified local migrant program staff personnel.

We appreciate your cooperation in this manner as we work for the mutual educational achievement of these children to ensure 100% of all migrant students are identified and served.

If you have questions or would like additional information, please contact the Office of English Learning and Migrant Education at 317-232-0555 or [rdavidson@doe.in.gov](mailto:rdavidson@doe.in.gov).

Sincerely,

Charlie Geier  
Director of Early Learning and Intervention

Rachel Davidson  
EL and Migrant Education Coordinator



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## What is the Migrant Education Program?

Title I, Part C Migrant Education Program (MEP) of the No Child Left Behind Act of 2001 supports high quality education programs for migratory children (ages 3-21) and helps ensure that migratory children who move among the states are not penalized in any manner by disparities among states in curriculum, graduation requirements, or state academic content and student academic achievement standards. The MEP is designed to help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to do well in school and to prepare such children to make a successful transition to postsecondary education or employment.

## Frequently Asked Questions

How are students identified?

- Students should complete the Migrant Education Program Survey to determine whether your assigned Identification and Recruitment Field Specialist should be contacted to collect further information and determine eligibility.

How long are students eligible for the program?

- Students that qualify for the MEP have a certificate of eligibility (COE) which is valid for three years.

What school fees are waived for migrant students?

- Migrant students are entitled to free lunch and textbooks as long as they have an active COE in Indiana's Migrant Information and Data Access System (MIDAS).

What additional services/funds are available to assist migrant students?

- Title I, Part C provides supplemental funds to school corporations with migrant students. These funds are available through a grant from the Indiana Department of Education.
- If schools do not wish to apply for the grant, migrant students are entitled to services from the Migrant Regional Center in your area. For a map of the regions, please reference the attached documents or visit <http://www.doe.in.gov/elme>.

Who should I contact if we have possible migrant students in our school corporation?

- Schools with possible migrant students should contact their regional ID&R Field Specialist. Please reference the attached map and regional directory in order to determine your corresponding specialist or visit <http://www.doe.in.gov/elme>.

Are migrant students English learners?

- Sometimes. Like all students in Indiana, migrant students must complete a home language survey (HLS) in order to determine if their English proficiency should be assessed.

115 W. Washington Street ■ South Tower, Suite 600 ■ Indianapolis, Indiana 46204

317.232.6610 ■ [www.doe.in.gov](http://www.doe.in.gov)



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## **Migrant Regional Center (MRC) Support Structure Overview**

The Migrant Education Regional Service Center is an IDOE support structure for the Migrant Education Program. The Indiana Migrant Education program has successfully secured seven regional centers to help carry out and maintain equitable educational opportunities for migrant students while closing the achievement and opportunity gap. Through the creation of seven migrant centers, the Indiana Migrant Education program aims to successfully identify and serve 100 percent of the migrant population.

Charged with the vision and mission of “100% identified, 100% served,” the Migrant regional centers will provide educational and supportive services to eligible migrant students. All migrant students will receive the services they are entitled to regardless of their geographic location. In order to facilitate high quality services, migrant regional centers will support LEAs with the development and implementation of professional development related to education of migrant children. Professional development opportunities will be extended to teachers, administrators, and other educational personnel that focus on the unique educational needs of migrant children. Migrant regional service centers will collaborate with stakeholders to promote the Indiana Migrant Education Program and identify ways that IMEP can work with stakeholders to better support Indiana’s Migrant students. In addition, they will disseminate and provide technical assistance for federal and IDOE guidance related to Title I Part C regulations, Indiana’s Comprehensive Needs Assessment, and Service Delivery Plan.

The Indiana Department of Education is committed to providing equitable educational and supportive services to all migrant students. Through collaboration from IDOE, knowledgeable and thoughtfully staffed migrant centers, and student centered programs, Indiana’s Migrant Education Program truly is imagining the possibilities and making them happen.



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## Migrant Regional Centers (MRCs) Contact Information

**Region 1:**

South Bend Community School Corp.  
 215 South St. Joseph Street  
 South Bend, IN 46601  
 Phone: 574-283-8150  
 Regional Recruiter: Alfonso Landeros  
 317-306-0528  
[alanderos@doe.in.gov](mailto:alanderos@doe.in.gov)

**Region 2:**

Wabash Valley Education Center  
 3061 Benton Street  
 West Lafayette, IN 47906  
 Phone: 765-463-1589  
 Regional Recruiter: Angelica Tackett  
 317-306-0664  
[atackett@doe.in.gov](mailto:atackett@doe.in.gov)

**Region 4:**

Southern Indiana Education Center  
 1102 Tree Lane Drive  
 Jasper, IN 47546  
 Phone: 812-482-6641  
 Regional Recruiter: Alex Rodriguez  
 317-306-8871  
[arodriguez@doe.in.gov](mailto:arodriguez@doe.in.gov)



**Region 6:**

South Adams Schools  
 656 W. Main  
 Berne, IN 46711  
 Phone: 260-589-3131  
 Regional Recruiter: Jessica Figueroa  
 317-306-8364  
[jfigueroa@doe.in.gov](mailto:jfigueroa@doe.in.gov)

**Region 3:**

Alexandria Monroe Intermediate School  
 112 S. Harrison Street Suite C  
 Alexandria, IN 46001  
 Phone: 765-551-2116  
 Regional Recruiter: Josmary Pearson  
 317-306-8875  
[jpearson@doe.in.gov](mailto:jpearson@doe.in.gov)

**Region 5:**

Bartholomew Consolidated School Corp.  
 725 7th Street  
 Columbus, IN 47201  
 Phone: 812-376-4559  
 Regional Recruiter: Judith Grant  
 317-306-8428  
[jgrant@doe.in.gov](mailto:jgrant@doe.in.gov)

**Early Learning Collaborative Support:**  
 East Central Educational Service Center  
 1601 Indiana Avenue  
 Connersville, IN 47331  
 Phone: 765-825-1247

**Recruiters who can assist in any area:**

Veronica Palacio  
 317-306-8789  
[vpalacio@doe.in.gov](mailto:vpalacio@doe.in.gov)

Mina Potamouis  
 317-306-8610  
[mpotamouis@doe.in.gov](mailto:mpotamouis@doe.in.gov)





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## **Migrant Education Program Regional Directory**

### **Region 1:**

Julia Cordova-Gurulé  
[jcordovagurule@sbcsc.k12.in.us](mailto:jcordovagurule@sbcsc.k12.in.us)  
Director of Bilingual Services  
South Bend Community School Corp.  
Bilingual Services Department  
215 South St. Joseph Street  
South Bend, IN 46601  
Phone: 574-283-8150  
Fax: 574-283-8144

Alfonso Landeros  
317-306-0528  
[alanderos@doe.in.gov](mailto:alanderos@doe.in.gov)  
ID&R Field Specialist

### **Region 3:**

Jenny Pruett  
[jpruett@alex.k12.in.us](mailto:jpruett@alex.k12.in.us)  
Director of Migrant Services  
Alexandria Community Schools  
112 S. Harrison Street Suite C  
Alexandria, IN 46001  
Phone: 765-298-6103

Josmary Pearson  
317-306-8875  
[jpearson@doe.in.gov](mailto:jpearson@doe.in.gov)  
ID&R Field Specialist

### **Region 2:**

Dr. Dennis Cahill  
[dcahill@esc5.k12.in.us](mailto:dcahill@esc5.k12.in.us)  
Executive Director  
Wabash Valley Education Center  
3061 Benton Street  
West Lafayette, IN 47906  
Phone: 765-463-1589  
Fax: 765-463-1580

Angelica Tackett  
317-306-0664  
[atackett@doe.in.gov](mailto:atackett@doe.in.gov)  
ID&R Field Specialist

### **Region 4:**

Judy Bueckert  
[jbueckert@siec.k12.in.us](mailto:jbueckert@siec.k12.in.us)  
Executive Director  
Southern Indiana Education Center  
1102 Tree Lane Drive  
Jasper, IN 47546  
Phone: 812-482-6641

Alexander Rodriguez  
317-306-8871  
[arodriguez@doe.in.gov](mailto:arodriguez@doe.in.gov)  
ID&R Field Specialist



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**Region 5:**

Debbie Thomas  
[thomasd@bcsc.k12.in.us](mailto:thomasd@bcsc.k12.in.us)  
Director of English Language Learners  
Bartholomew Consolidated School Corporation  
725 7th Street  
Columbus, IN 47201  
Phone: 812-376-4559  
Fax: 812-376-4482

Judith Grant  
317-306-8428  
[jgrant@doe.in.gov](mailto:jgrant@doe.in.gov)  
ID&R Field Specialist

**Itinerant-Western Indiana**

Veronica Palacio  
317-306-8789  
[vpalacio@doe.in.gov](mailto:vpalacio@doe.in.gov)  
Northern-Itinerant ID&R Field Specialist

**Itinerant-Eastern Indiana**

Mina Potamousis  
317-306-8610  
[mpotamousis@doe.in.gov](mailto:mpotamousis@doe.in.gov)  
Southern-Itinerant ID&R Field Specialist

**Region 6:**

Susana Amstutz  
[samstutz@southadams.k12.in.us](mailto:samstutz@southadams.k12.in.us)  
South Adams Schools  
Migrant Regional Director  
656 W. Main  
Berne, IN 46711  
Phone: 260-589-3131  
Fax: 260-589-2065

Jessica Figueroa  
317-306-8364  
[jfigueroa@doe.in.gov](mailto:jfigueroa@doe.in.gov)  
ID&R Field Specialist

**Early Learning Collaborative Support:**

Larry John  
[ljohn@ecesc.k12.in.us](mailto:ljohn@ecesc.k12.in.us)  
Executive Director  
East Central Educational Service Center  
1601 Indiana Avenue  
Connersville, IN 47331  
Phone: 765-825-1247  
Fax: 765-825-2532

**The Migrant Education Program (MEP) provides supplemental education and support services to eligible children through national funding. The purpose of the program is to ensure that all migrant students reach the academic standards and graduate with a high school diploma (or complete a GED).**

**WORK SURVEY**

Thank you for answering the following questions. If your child is eligible for the Migrant Education Program, they may receive additional educational support. This information is **strictly confidential**.

Parents' Names: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

1. How long have you lived in this city/school district? \_\_\_\_\_
2. Within the last **3 years**, has your child(ren) moved from one school district to another within the United States, with a parent, relative or guardian so that person could look for seasonal or temporary work in agriculture? **YES** \_\_\_ **NO** \_\_\_\_ If you answered **NO**, please stop. 

If you answered **YES**, please continue.

3. When was the last time you or anyone in your household has moved to look for, or work in an agricultural activity within the United States? Month \_\_\_\_\_ Year \_\_\_\_\_
4. Please check any of the agricultural activities listed below that you have looked for or worked in:

- |   |   |
|---|---|
| <input type="checkbox"/> Plant or harvest vegetables or fruits                | <input type="checkbox"/> Canning vegetables or fruits       |
| <input type="checkbox"/> Detassel corn  | <input type="checkbox"/> Sod farm                           |
| <input type="checkbox"/> Tobacco farm   | <input type="checkbox"/> Planting, pruning or cutting trees |
| <input type="checkbox"/> Poultry and/or egg farm                              | <input type="checkbox"/> Dairy farm                         |
| <input type="checkbox"/> Duck, turkey, chicken, pork or beef processing plant | <input type="checkbox"/> Flora culture/gladiola farm        |
| <input type="checkbox"/> Aquaculture/fish hatcheries                          | <input type="checkbox"/> Green house or plant nursery       |

Please list the names of all of the children in the household under 22 years of age.

Child's Name	Date of Birth (D.O.B.)
1.	
2.	
3.	
4.	
5.	

**El Programa de Educación Migrante (MEP) provee educación y servicios suplementarios a niños que califican a través de fondos nacionales. El propósito de MEP es asegurar que todos los estudiantes migrantes tengan éxito académico y que se gradúen con su diploma (o que completen el GED)**

**ENCUESTA DE TRABAJO**

Gracias por contestar las siguientes preguntas. Si su hijo(a) resulta elegible para el Programa de Educación Migrante, podría recibir apoyo educativo adicional. La información es **totalmente confidencial**.

Nombres de los Padres: \_\_\_\_\_

Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Teléfono: (\_\_\_\_) \_\_\_\_\_

1. ¿Cuanto tiempo han vivido en esta ciudad/distrito escolar? \_\_\_\_\_
2. Durante los **últimos tres años**, ¿Se han mudado sus hijos o han cambiado de distrito escolar dentro de los Estados Unidos, solos, con un padre o pariente, para que esa persona pudiera buscar trabajo temporal o de temporada en algo relacionado con la agricultura?  
**SI** \_\_\_\_\_ **NO** \_\_\_\_\_ Sí contestó **NO**, favor de parar aquí. 

**Sí** contestó **SI**, favor de continuar.

3. ¿Cuándo fue la última vez que usted o un miembro de su familia se mudó para trabajar en la agricultura? Mes \_\_\_\_\_ Año \_\_\_\_\_
4. Por favor marque en la parte abajo la actividad agrícola en la cual usted buscó trabajo o trabajó.

- |   |  |
|---|--|
| <input type="checkbox"/> Matadero de patos, pavos, pollos, cerdos o vacas | <input type="checkbox"/> Enlatar o congelar verduras o frutas en la bodega |
| <input type="checkbox"/> La espiga (maíz)                                 | <input type="checkbox"/> Trabajar en la siembra o cosecha de césped        |
| <input type="checkbox"/> Cultivar tabaco                                  | <input type="checkbox"/> Plantar, emparejar o cortar árboles               |
| <input type="checkbox"/> Pollería o granja de huevos                      | <input type="checkbox"/> Granja de vacas lecheras                          |
| <input type="checkbox"/> Plantar o cosechar verduras o frutas             | <input type="checkbox"/> Cultivar y cosechar flores                        |
| <input type="checkbox"/> Trabajar en un criadero de peces                 | <input type="checkbox"/> Trabajar en la cría de plantas                    |

Por favor escribe los nombres de todos los niños, menos de 22 años de edad, que viven con usted.

Nombre del niño(a)	Fecha de nacimiento
1.	
2.	
3.	
4.	
5.	



## MEMORANDUM

**TO:** Indiana School Corporations

**FROM:** Indiana Department of Education  
Office of School and Community Nutrition  
Office of English Language Learning & Migrant Education

**DATE:** September 1, 2009

**SUBJECT:** Categorical Eligibility for Free Meals and Textbooks for Migrant Children

### **PURPOSE:**

Provide procedures that school food authorities (SFAs) and local education agencies (LEAs) should use to coordinate with the Title I, Part C Migrant Education Program to document the categorical eligibility of migrant children for free meals and textbooks.

### **SCOPE:**

Participants in the School Breakfast Program and the National School Lunch Program

### **DESCRIPTION:**

Documenting Free Meal Eligibility for Migrant Children/Textbook Reimbursement

Migrant students identified through the Title I, Part C Migrant Education Program are categorically eligible for free meals and textbooks. School food authorities/local educational agencies should work directly with the local Migrant Education Program Coordinators, or where appropriate, the State Migrant Education Program Coordinator, to identify migrant children and to document their eligibility for free school meals. School food authorities/local educational agencies must accept documentation that the children are migrant children from the Migrant Education Program Coordinator.

Documentation of migrant status to substantiate free meal eligibility is provided in the form of a dated list with each child's name, the Certificate of Eligibility (C.O.E.) number by student, and the signature of the local or state Migrant Education Program Coordinator. This documentation is in lieu of a free or reduced-price meal application and must be sought, as much as possible, prior to a household completing an application. Once documentation is obtained, the school food authority/local educational agency must notify the household as

soon as possible about the child's free meal eligibility. An application submitted on behalf of the child would be disregarded.

It is particularly important that newly arrived migrant children in the school be documented and certified for free meals as promptly as possible. The school food authority/local education agency needs to establish procedures with the Migrant Education Coordinator to assure prompt notification when a new migrant child is identified.

### **Continuing Certification**

Public Law 198-265 amended the Richard B. Russell National School Lunch Act to establish that once a child is certified as eligible to receive free or reduced-price meals, eligibility remains effective for the remainder of the school year. USDA policy further allows school food authorities to continue a child's eligibility from the previous year for 30 operating days into the subsequent school year or until a new eligibility determination is made, whichever occurs first. The Migrant Education Program strives to minimize a child's disruption in services and benefits; therefore, school districts personnel should attempt to share the child's free meal eligibility status with the new school personnel when a migrant child moves from their jurisdiction if the family knows their new location.

Categorical eligibility of migrant students for free meals also applies to textbook reimbursement. Information provided on the student's Certificate of Eligibility (COE) should be used to complete the Summary Claim for Textbook Reimbursement to be submitted to the Division of School Finance by October 31 of each year. The first five fields must be completed and the requested information can be obtained from the COE.

If a TANF or food stamp case number is not available leave the field blank and also indicate 'No' Social Security number. This process eliminates the necessity for families to complete any forms, since all needed information is obtained from the COE.

### **Documentation for Review by State or Federal Officials**

The SFA/LEA must maintain an Attendance/Enrollment List form that lists the names of the migrant students who are receiving the benefits of the Migrant Education Program. Federal guidelines state that the list must contain the name and signature of the local Migrant Education Coordinator or the State Migrant Education Coordinator.

In cases where the school food authority is claiming migrant children's meals as free, but the child does not have a Certificate of Eligibility Number, efforts should be made to certify the child as meeting the requirements of the Indiana Migrant Education Program. This may be accomplished by contacting the Indiana Department of Education, Office of English Language Learning & Migrant Education to request that someone from that office interview the household to determine eligibility.

Questions regarding the Indiana Migrant Education Program should be directed to the Indiana Department of Education, Office of English Language Learning & Migrant Education, locally at (317) 232-0555, or toll-free (800) 382-9962.

## **Additional instruction from USDA regarding establishing eligibility of Migrant Youth**

Since issuing the original policy on establishing eligibility of migrant youth, USDA received information that LEAs are experiencing delays in receiving eligibility data from migrant coordinators about a child's status as migrant. The delays may be as much as 90 days and LEAs were asking how to handle the eligibility for those children while awaiting confirmation from the migrant coordinator.

USDA suggests that the LEA or school determine who best knows the child's situation and have that person indicate that a child is migrant. This could be done either by completing an application on the child's behalf or by establishing a list indicating which children are migrants. The school's determining official must base his or her decision on concrete information that will support such a determination.

Once a LEA or school official establishes a child's eligibility as migrant, that eligibility remains in effect for the entire school year, provided that the child was correctly certified. If the child's status is not confirmed by subsequent information from the migrant coordinator, the school year eligibility is no longer valid. In these situations, the LEA or school must take steps to advise the household and issue a notice of adverse action informing the household that it can reapply for benefits.

### **Additional guidance from FNS – August 1, 2005**

**Question:** What if a child's status is NOT subsequently confirmed by the migrant/homeless/runaway liaison? Does the Local Educational Agency (LEA) continue to report the previously reported free meals as "free" and not require the family who misclassified originally to pay for the meals received? Must adjustments to reimbursement claims be made?

**Answer:** If the child's status is not confirmed by the liaison, the household that was misclassified does not have to repay any difference between their correct eligibility and their free status. The household would need to submit an application to determine the child's correct eligibility status, or be classified as "paid" from that point forward. The meal counts and the reimbursement claims also do not need to be adjusted.

**Question:** Is the migrant/runaway/homeless document provided to the LEA considered direct certification or an "application" for verification purposes?

**Answer:** Students in these three categories are considered to be directly certified for our programs. An application is not required nor should these students be considered for the verification process.

**Question:** Is categorical eligibility for migrant children in effect for the school year if a child's migrant status expires mid-year?

**Answer:** Yes, the initial correct eligibility determination is good for the entire school year provided that the child is considered a migrant at the time of application.

Question: Is there any specific information that liaison needs to provide to the LEA?

Answer: Documentation to substantiate free meal eligibility must consist of the child's name or a list of names, effective date(s), and the signature of the local education liaison or the director of the homeless shelter. This documentation is acceptable in lieu of a free and reduced-price meal application. The homeless coordinator will more than likely also be the one to certify migrants and runaways as well.

Question: If the certification is good for a year, can children who move to another state still be certified based on eligibility determined at their previous school?

Answer: Schools do not have to accept eligibility determinations from another state or another district. If communication between LEAs is done, continuing certification may be possible. However, it is important to note that the receiving school is responsible for certifying the children correctly and therefore would need some type of documentation, whether it is a letter from previous school stating eligibility status, or an application from the household.

Question: If migrant children are certified as migrants for three years, does this mean that they are eligible for free meals for three years as well?

Answer: No, eligibility determinations must be made for each school year.

**SOURCE:**

USDA, Food and Nutrition Policy Memorandum #04-29, Dated, August 18, 2004;  
USDA, Food and Nutrition Policy Memorandum #05-01, Dated, October 19, 2004;  
USDA, Food and Nutrition Service Questions and Answers, Dated December 2004  
Indiana Department of Education, Office of English Language Learning & Migrant Education,  
Office of School Financial Management, and School and Community Nutrition Programs