

## Changes proposed for 2016-17 School Year ID&R Manual

SUGGESTIONS FROM THE FIELD	COMMENTS FROM THE ID&R OFFICE	ACTION
<p>On page 54, in the center of the page, there's a paragraph that reads: "The recertification box in the COE must be checked anytime a recertification is completed and documented, regardless if it's a new COE or copy of the existing COE....."</p> <p>Recently, upon review of our COE's, we were advised not to check the recertification box when visiting a family for a recertification, when there has been a new move.</p> <p>My suggestion would be to specifically note something about "new moves" when doing re-certifications, and clearly stating that the recertification box should not be checked if this is the case. The confusion may also be with the terms "new COE". I believe this was intended to mean a new form and not a new family or new move, but it may be misinterpreted by some.</p>	<p>Districts were provided training on this issue during the 2016 statewide ID&amp;R training.</p> <p>Guidance on when to check the recertification box at the top of the COE and how to record the recertification date as MM/DD/YY in the Comments was added to Appendix B: Instructions for Completing the COE (pages 84 and 93).</p>	✓
<p>Recruitment Strategies – Would be easier for advocates to have a qualifying activity chart in the manual with examples of Florida crops/activities.</p>	<p>We can add one sample chart (Appendix G) and refer folks to the website, which already has this information for all districts and is updated annually (page 19).</p>	✓
<p>Have a legal document for school registrars to explain how to read other countries' birth certificates to allow children's last names.</p>	<p>Guidance on how school registrars should read birth certificates should come from the district and the DOE. Requests for assistance from the ID&amp;R Office would be referred to the state MEP.</p>	No change
<p>Page 22 – Under crop industry, can we add pollenating (bees)?</p> <p>Page 24 – Can pollenating be put under seasonal agricultural work?</p>	<p>The ID&amp;R Office is researching this request and will amend the manual with guidance in fall 2016</p>	Pending

### Additional revisions:

- Documents in the appendices were updated – COE, COE checklist, and OSY Profile.
- Page 18 (4. Crew Leaders/Field Walkers/Mechanics/Drivers) – The term "hauling" was added to the list of "hands on" activities; list was alphabetized; the \*Note was edited to clarify that *hauling* is moving crops within the same worksite.
- Pages 34, 36-39 – Scenarios have been updated to reflect dates in 2015 and 2016.
- Page 58 – Updated reference to parent advisory council to FMPAC.