
Title I, Part C Eligibility Re-Interview Protocol

PURPOSE

The purpose of the eligibility re-interview process is to verify that the Florida Migrant Education Program's (FMEP's) process for Identification and Recruitment (ID&R) of migratory children results in proper and timely eligibility determinations consistent with federal and state laws, regulations and guidance.

Code of Federal Regulations Title 34 – Subtitle B – Chapter II – Part 200.89

§200.89(d) Responsibilities of an SEA [State Educational Agency] to establish and implement a system of quality controls for the proper identification and recruitment of eligible migratory children on a statewide basis.

§200.89(2) Prospective re-interviewing. As part of the system of quality controls identified in §200.89(d), an SEA that receives MEP funds must, on an annual basis, validate current-year child eligibility determinations through the re-interview of a randomly selected sample of children previously identified as migratory.

In Florida, Local Operating Agencies (LOAs) annually must conduct re-interviews for a randomly selected sample of migratory children in an ongoing manner for the FMEP to comply with federal regulations.

ROLLING RE-INTERVIEW PROCESS

LOAs should conduct re-interviews on a “rolling” basis during each federal Performance Period (September 1 to August 31). This means that re-interviews may be planned and conducted more than once during this period. See Question 41 from the United States Department of Education's Office of Migrant Education (OME) MEP Policy Questions and Answers:

Q41. When should prospective re-interviewing commence for the year and how long should it continue?

Prospective re-interviews may be carried out at any point during the year, but the State educational agency (SEA) is required to report the results of its re-interviewing as part of its Consolidated State Performance Report (CSPR) submission. The Office of Migrant Education (OME) recommends starting the process early enough to report the results with the State's child count information for that year. To reduce non-response and improve data quality, it is advisable to begin the re-interviewing process early in the program year and continue collecting data throughout the year (on a rolling basis).

LOAs should strive to conduct rolling re-interviews as shortly after the original eligibility interview as possible. This increases the likelihood that the children chosen in the sample are still residing in the district and thus will be easier to locate. This also ensures that any inaccuracies with the original eligibility determination and/or Certificate of Eligibility (COE) documentation that are identified during the re-interview can be resolved promptly.

THE SAMPLING UNIVERSE AND ROLLING RE-INTERVIEW SCHEDULE

The sampling “universe” for a rolling re-interview should only include those migratory children, ages 3 through 21, whose eligibility was determined (i.e., have a new COE signed by the Designated SEA Reviewer) during the current Performance Period.

Example: For the 2023-2024 Performance Period, the newly completed COE for each child must have been signed by the Reviewer between September 1, 2023, and August 31, 2024. Migratory children whose COEs were approved before or after these dates may not be included in the “universe”.

- This sampling universe should be generated using the individual student ID. In other words, the universe is gathered at the individual student level, not the COE level.

The following is a sample rolling re-interview schedule. This is only an example; schedules should suit the district’s recruitment timeline.

- **Phase I:** Select a random sample of students (ages 3-21) that had a new COE approved 09/01/23 to 11/04/23 – Date range to conduct re-interviews is November 11-15, 2023.
- **Phase II:** Select a random sample of students (ages 3-21) that had a new COE approved 11/05/23 to 01/06/24 – Date range to conduct re-interviews is January 13-17, 2024.
- **Phase III:** Select a random sample of students (ages 3-21) that had a new COE approved 01/07/24 to 04/06/24 – Date range to conduct re-interviews is April 13-17, 2024.

Smaller LOAs should attempt to conduct re-interviews in phases to ensure the likelihood that the child chosen in the sample is still residing in the district and will be easier to locate. This also ensures that any inaccuracies with the original eligibility determination and/or COE that are identified during the re-interview can be resolved promptly.

RANDOM SAMPLE SIZE

A Random Sample is selected from the universe of children that fit the parameters for the current Performance Period. Below is the total number of rolling re-interviews an LOA should plan to conduct during the Performance Period. Remember, the LOA may conduct the re-interviews in phases.

- 10% of the total population that fit the re-interview parameters; or
- No less than five (5) rolling re-interviews; or
- No more than 50 rolling re-interviews.

Contact the ID&R Office if assistance is needed in determining the district’s Sample Size.

SELECTION AND TRAINING OF RE-INTERVIEWERS

The re-interviewer should have knowledge and skill in:

- Understanding of the purpose of the MEP;
- Understanding of Florida’s interpretation of MEP eligibility requirements;
- Ability to conduct interviews through the use of open-ended questions;

- Understanding of the systematic sequence that determines eligibility in Florida; and
- Knowledge of the qualifying activities in the specific geographical area where re-interviews are conducted.

PREPARING FOR THE RE-INTERVIEW

- The LOA will determine the Target Number of re-interviews (e.g., the LOA wants to conduct 25 re-interviews). Refer to *Random Sample Size*.
 - Select the Main Sample (MS) size of the target number (e.g., 25). The LOA is expected to attempt a re-interview with every migratory child in the MS.
 - Select a sufficient Alternate Sample (AS) size (e.g., 15) to reach the target number if the LOA is unable to re-interview each family or Out-of-School Youth (OSY) in the MS. The LOA will draw from the alternates as needed. It is possible that not all alternates will be needed to reach the target number.
- The LOA will contact the ID&R Office via email (FLIDR@paec.org) to inform the office that the district will be conducting re-interviews and provide the rolling re-interview schedule. The schedule should include:
 - Date(s) of when the Re-Interview Phases will be conducted.
 - Number of re-interviews to be completed, including the number of main samples and the number of alternate samples.
 - If needed or requested, the ID&R Office will assist the local MEP with planning for the re-interviews, including the selection of the random sample.
- The LOA will prepare the Re-Interview Forms.
 - Assign each student in the MS a Re-Interview Number beginning with M. For example, M1234, M1235, M1236, etc.
 - Assign each student in the AS a Re-Interview Number beginning with A. For example, A1237, A1238, A1239, etc.
 - The following fields can be pre-populated on the Re-Interview Form:
 - Unique Re-Interview Number;
 - Student's Full Name;
 - Target Qualifying Arrival Date (QAD) or to-join/precede date (2bi);
 - Established Worker Date (EWD); and
 - Full name(s) of the Migratory Qualifying Worker(s).
- The re-interviewer and LOA will review the list of migratory children selected for re-interview and determine if the families or OSY are still residing in the district.

CONDUCTING THE RE-INTERVIEW

- The person who originally completed the COE cannot participate in the re-interview process.
- Unless there are extenuating circumstances, the interviewee should be the same person who was interviewed when the COE was completed.
- No one from the re-interview team or LOA should contact the child’s family or OSY before the scheduled re-interview.
- To put the family at ease, please say something close to the following:
 - *“The purpose of our visit is to ask a few questions that will be used to improve the Migrant Education Program in Florida and is a check of our system, not of individual families. May we visit with you?”*
 - *“El propósito de nuestra visita es para hacerles unas preguntas cuyas respuestas utilizaremos para el mejoramiento del programa de educación migrante en Florida. Las preguntas son para revisar nuestro sistema; no es con el propósito de revisar ciertas familias solamente. ¿Podemos hacerle estas preguntas?”*
- Complete each section of the Re-Interview Form in the exact order that it appears. Ask open-ended questions. When necessary, ask for further explanation.
- Provide proper notations when documenting the migratory qualifying worker’s moves.
 - List the “FROM” city, state (and country, if applicable), and the “TO” city, state.
 - Document the type of work such as “picking tomatoes.” Do not use comments such as “moved for work” or comments that refer to legal status (e.g., “visa”).
 - If the EWD is captured in Move A, there is no need to complete Moves B and C.
- Use the Re-Interviewer Notes box to provide required explanations, if needed, and/or to expand on any other information related to the re-interview.
- DO NOT leave any required part of the form blank.
- If the family/OSY declines the interview, thank them for their time and move on to the next family/OSY in the sample list. Make the proper notation on the form.
- If the family/OSY is not home, check the appropriate box on the form (“*No one home/No answer,*” “*Moved away,*” etc.) and proceed to the next family/OSY. Provide additional information, if available.
- Up to three (3) attempts should be made to interview every migratory child in the Main Sample. Make attempts to contact the Alternate Sample if needed to reach the target number.
- Every effort should be made to conduct the re-interview in person. Phone re-interviews should be conducted only if in-person contact is not feasible.
 - A minimum of two (2) in-person attempts must be made before a phone re-interview is attempted.
 - Please notify the ID&R Office if in-person attempts are not feasible.

ORIGINAL COE REVIEW

- Once the re-interviewer has completed the Re-Interview Form, he or she must REVIEW THE COPY OF THE ORIGINAL COE before leaving the home (or meeting location).
- Review the COE to determine if the information provided by the family/OSY corroborates the information provided in the Re-Interview Form.
- If the information is different or conflicting, ASK FOLLOW-UP QUESTIONS to clarify eligibility criteria.
- Note responses in the appropriate sections of the form.
- Once the Re-Interview Form is completed, go over all the information with the interviewee before signing the form. The re-interviewer should sign the form in the presence of the interviewee.

AFTER THE RE-INTERVIEW

- Thank the interviewee for his or her cooperation.
- Secure the Re-Interview Form with all related information.
- Prepare for the next re-interview.

RE-INTERVIEW REVIEW BY THE LOA

- After each phase of rolling re-interviews, the LOA Administrator will compare each completed Re-Interview Form with the original COE to verify the child's eligibility and check for any possible inconsistencies.
- The LOA Administrator will examine the written responses of the re-interview and, if needed, may contact the family via a phone call or in-person to gather additional clarifying information to make an eligibility determination. A family might change their story if they do not feel comfortable with the re-interviewer; in such a case, the LOA may reevaluate the information provided by the interviewee if deemed necessary.
- If the LOA finds that the child is eligible but the COE was completed incorrectly, then corrections should be made according to COE correction procedures.
NOTE: The correction may be that a new COE needs to be completed.
- It is not necessary to correct the COE if the EWD, the Target QAD or the 2bi is off by 30 days or less.
- If the LOA indicates that they "need more information to make a determination," the LOA will contact the ID&R Office for guidance on how to proceed with the re-interview sample.
- If a student is found to have been misidentified and is determined ineligible through the re-interview, the LOA must contact the ID&R Office immediately for guidance.
- The LOA Administrator will sign the "For Local MEP Administrator Use Only" section once the documents have been reviewed and will indicate the eligibility determination on each completed Re-Interview Form. The selections are: "*Eligible as documented on*

COE;” “Eligible with corrections on COE or new COE required;” “Need more information to make determination;” and “Not Eligible – Remove from MEP count.”

- Within 30 days of completing each phase of rolling re-interviews, the LOA will upload the following documents to the ID&R Office website:
 - The Re-Interview Reporting Form for the completed phase (see next section).
 - The completed Re-Interview Forms and the forms for re-interviews that were attempted but contact was not made.
 - A copy of each corresponding COE.
 - NOTE - The LOA should submit a copy of the original COE and a copy of the corrected COE when “*Eligible with corrections on COE required or new COE required*” is checked.
 - Please refrain from uploading copies of the corrected COEs along with new monthly COE submissions.
- It is not necessary to include forms and COEs for migratory children in the AS who were not contacted in the Re-Interview Phase because the target number of COEs was reached.
- To ensure security standards are met, do not submit re-interview documents via email.
- Please refrain from uploading copies of the corrected COEs along with new monthly COE submissions.
- All documentation for each Re-Interview Phase must be submitted 30 days after the phase is completed. However, all Re-Interview Forms must be submitted no later than September 30, 2024.

RE-INTERVIEW REPORTING FORM

The LOA will complete a Re-Interview Reporting Form at the end of each phase of rolling re-interviews. Therefore, the LOA may complete the reporting form more than once during the performance period. The steps for completing the reporting form are as follows.

1. **Dates the re-interviews were conducted** – Enter the start and end date for the rolling Re-Interview Phase.
2. **Target Number of re-interviews** – Enter the total number of re-interviews the LOA planned to complete.
3. **Main random sample size** – Must match the Target Number of re-interviews.
4. **How many from the Main Sample (MS) were re-interviewed** – Enter how many migratory children in the MS were re-interviewed. Indicate how many of these were found eligible and how many were found ineligible.
5. **How many from the MS were not re-interviewed** – Enter how many migratory children in the MS were not re-interviewed. Of this number, indicate how many moved away, how many were not available (after multiple attempts), and how many declined to be re-interviewed.

6. **Alternate Random Sample Size** – Enter Alternate Sample (AS) size. Should be sufficient to help reach the Target Number of re-interviews.
7. **How many of the AS were re-interviewed** – Enter how many migratory children in the AS were re-interviewed. Indicate how many of these were found eligible and how many were found ineligible.
8. **How many from the AS were not re-interviewed** – Enter how many migratory children in the AS were not re-interviewed. Of this number, indicate how many moved away, how many were not available, how many declined to be re-interviewed, and how many were not needed because the Target Number of re-interviews was reached.

REMINDERS

MS re-interviewed + MS not re-interviewed = MS size = Target Number

AS re-interviewed + AS not re-interviewed = AS size

Total MS re-interviewed + Total AS re-interviewed = Target Number

RE-INTERVIEW REVIEW BY THE ID&R OFFICE

- The ID&R Office will conduct a secondary review of every Re-Interview Form and will make the final eligibility determination.
- The ID&R Office will email the LOA a review spreadsheet to address any discrepancies with the Re-Interview Forms.
- Corrections or clarifications to the Re-Interview Forms should be submitted to the FL ID&R Office within 10 business days of email receipt.
- The ID&R Office will contact the LOA if the final eligibility determination does not agree with the determination made by the LOA.
- The ID&R Office will schedule targeted ID&R training with the LOA if the final eligibility determination finds that a child was misidentified and is ineligible for the MEP.
- The ID&R Office will tabulate the total rolling re-interview efforts for the Performance Period and report the results to the SEA.

OFFICE OF MIGRANT EDUCATION GUIDANCE

- U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Technical Assistance Guide on Re-interviewing: Washington, D.C., 2020.

The technical guide is available at:

<https://results-assets.s3.amazonaws.com/tools/mep-reinterviewing-guide-dec-10.pdf>

- U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, Legislation & Policy: Washington, D.C., 2020.

The MEP Policy Questions & Answers are available at:

https://results.ed.gov/legislation/policy_qas