
Changes to the Florida Migrant Education Program Manual for Identification and Recruitment (last revised August 2021)

Districts are advised to review the complete manual thoroughly. The objective of this manual is to familiarize recruiters and local program administrators with the rules and procedures for identification and recruitment (ID&R) under the Florida Migrant Education Program (FMEP). In addition, the manual explains how important the role of a recruiter is to the program and migrant children and youth. It is a reference guide designed to help recruiters and administrators:

- Make proper eligibility determinations;
- Complete necessary documentation accurately; and
- Support quality control measures, such as training and re-interviewing criteria established by the State Education Agency (SEA) and the Florida ID&R Office.

Any local MEP staff that has an active role in ID&R, completes a Certificate of Eligibility (COE), reviews COEs, and/or conducts re-interviews should be familiar with the manual.

Page references and content changes are noted below (not including minor copyediting).

Page	Content
4	Reference to the continued use of COVID-19 protocol and safety procedures was added.
18	Expanded guidance on Florida ID&R Policies Regarding Out-of-School Youth (OSY).
40-41	Revised examples of “recent history of moves for qualifying work” comments for the COE.
53	Added guidance regarding cases involving a series of short-duration moves.
55	Expanded guidance when more than one COE is necessary for a family.
56	Reference is made to the FMEP COVID-19 COE Completion Protocol found in <i>Appendix G</i> of the manual.
58	Expanded guidance regarding the sharing of a Florida COE by the ID&R Office and local MEPs.
64-66	Added new FMEP ID&R Guidance on Continued Eligibility
69	Reference is made to the FMEP COVID-19 COE Completion Protocol found in <i>Appendix G</i> of the manual.
79	Added Strategies to Promote the MEP
81	Added a reference to two new tools developed by the ID&R Office. <ul style="list-style-type: none"> • ID&R Plan Template – found in <i>Appendix L</i> of the manual • ID&R Semiannual Reflection Template – found in <i>Appendix M</i> of the manual
110	<i>Appendix G</i> FMEP COVID-19 COE Completion Protocol
124	<i>Appendix L</i> ID&R Plan Template
126	<i>Appendix M</i> ID&R Semiannual Reflection Template