

Florida Migrant Education Program



Florida ID&R Protocol: Removing Families/Youth from the MEP

There may be several reasons why the LOA may need to remove a migrant family from the MEP. Reasons for removing a family/youth include but are not limited to the following:

- The eligibility period expired OR Family/youth was found to be ineligible for the MEP after conducting a re-interview.
- The family/youth no longer wishes to participate in the program.
- The family/youth was incorrectly determined eligible for the MEP

If a child/youth's eligibility period expires, the LOA shall follow these guidelines.

- Conduct follow-up interviews to check for possible new QADs. If there has not been a new QAD, the recruiter shall inform the family of the expiration of their eligibility for the MEP.
- Stop all services provided by the MEP at the end of the term (some exceptions apply – see provisions for continuation of services below).
- File the COE as “End of Eligibility” or in a similar manner. LOAs are also responsible for identifying the reason for the child/youth no longer being eligible, for example, “36 months expired”.
- Follow district procedures for removing migrant children from their record-keeping systems.

If a parent/guardian or an OSY indicates that they *no longer* wish to participate in the MEP, the LOA shall follow these guidelines.

- First, determine when the COE was complete.
 - If the COE was newly completed during the current school year, the recruiter shall update the COE by adding a comment in Section IV stating, “As of MM/DD/YY, the parent/guardian/OSY (write the full name) no longer wishes to participate in the MEP.” The recruiter should initial the statement.
 - If the recruiter is completing a COE recertification, the recruiter should check “NO” in the appropriate boxes in Section IV: Comments and obtain the parent/guardian/OSY signature.
- Follow district procedures for changing the MEP service code.

If a family/youth was incorrectly determined to be eligible for the MEP, as a result of the SEA or LOA Quality Control Review Plan, the local operating agency must follow proper procedures that include the following.

- Stop serving the child immediately.

Florida Migrant Education Program

- Inform the family that the child is not eligible for the MEP.
- Take the appropriate steps to remove from the local database the migrant status or other program eligibility indicators for the migrant students affected (contact the district's student information systems manager for the appropriate procedures).
- Contact the SEA and request that the child(ren) be removed from their migrant count. In addition...
 - Mail a letter to the State Director of the Florida MEP stating the reason for removing the child(ren) and include a copy of the original COE. The letter should contain the child(ren)'s full name, child(ren)'s date of birth, COE number.
 - A copy of the letter and a copy of the COE should be mailed to the ID&R Office.
- Contact the ID&R Office and indicate, if possible, the cause of the erroneous eligibility determination and any local corrective actions to address such cause.
- FDOE will inform the LOA regarding its final determination.