



# Partnership Agreement

Summer Site: \_\_\_\_\_ MSHS Center: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

## **Title I Part C Education of Migratory Children: Migrant Education Program & Migrant and Seasonal Head Start (MSHS) Collaboration**

To provide the highest quality and most seamless services for migratory children and families, it is vital that the collaborators continue to establish and maintain a strong and healthy partnership. [The Migrant and Seasonal Head Start Checklist](#) is available to use as a guide throughout the season.

### **Collaborators**

The Migrant Education Program Coordinators, the Migrant and Seasonal Head Start Center Manager, Recruiter Liaisons (RL), Recruiter Family Advocates (RFA), Regional Recruiters (RRs), transportation, nutrition, and health representatives need to meet before the programs start to discuss the items below. This meeting can be held in person or virtually. A representative from MDE-Migrant Education Program (MEP), Noemi Treviño, and Tri-Valley -Migrant Education Services (MES), Cris Young should be invited to the consultation.

### **Collaborators in Attendance:**

### **Coordination and Communication**

1. Are staff prepared to give a short “commercial” to families about the Title I Part C Education of Migratory Children: Migrant Education Program and/or the Migrant and Seasonal Head Start Program (including health, nutrition, and transportation)?
2. Does your staff have updated informational materials and resources to give to parents to help promote the Title I Part C Education of Migratory Children: Migrant Education Program and/or the Migrant and Seasonal Head Start Program? Any posters/flyers for your summer program should include the Recruiter Liaison’s contact information.
3. If a parent wants a copy of their Certificate of Eligibility (only after it is approved), the parent or staff can fill out a [COE Request \(office.com\)](#).
4. In what ways do you collaborate with the Title I Part C Education of Migratory Children: Migrant Education Program and/or the Migrant and Seasonal Head Start Program (health, ID & R, nutrition, secondary, transportation, etc.)?

### **Recruitment**

1. Discuss expectations for Regional Recruiters, RFAs, and Recruiter Liaisons (information exchange, recruitment, etc.).
2. Recruit all eligible children regardless of whether or not they will be receiving services.
3. The Recruiter Liaison (local hire) collaborates with the Regional Recruiter to coordinate ID&R efforts during family registration, company orientation, or other events when a large number of attendees are expected.



4. The Recruiter Liaison (local hire) must be trained and certified by Tri-Valley Migrant Education Services Eligibility and Recruitment Manager to determine Migrant Education Program eligibility before receiving services. An MIS2000 Authorization form must be submitted annually. Contact the Tri-Valley Data Systems and Services Manager (Linda Fournier) for more information.
5. RFAs fill out a Recruitment Request for any students who are not in the Migrant and Seasonal Head Start (MSHS) and for parents who may be out-of-school youth (OSY).
  - a. Regional Recruiters will follow up with the family, or if the family is near a summer site, notify the Recruiter Liaison with contact information to connect with the family.
  - b. Recruiter Liaisons will follow up with the family to determine eligibility if they are near a summer program site.
  - c. For out-of-school youth, notify the Migrant Education Program Coordinator and copy the Tri-Valley Data Systems and Services Manager (Linda Fournier). The out-of-school youth service plan (Secondary Student Form C) must be completed by local MEP staff.

### **Title I Part C Education of Migratory Children: Migrant Education Program/Migrant and Seasonal Head Start Services Available for Children and Families**

1. All MSHS classrooms with eligible migratory 3-5-year-olds should use Midwest Migrant Education Resource Center (MMERC) materials and provide MMERC with the names of the classrooms (e.g., Pre-1, Pre-2, Toddler 1, etc.) that use the materials. This information should be added to their MMERC order form. All Head Start non-center staff that would like to order MMERC materials are required to share which center(s) and which classroom(s) the resources will be used on their MMERC order form.
2. Share schedules, field trip dates, parent meeting information, contact information, and other important information.
3. Discuss services to pregnant women, secondary students, and/or out-of-school youth.
4. Share/Discuss Texas Out-of-State testing schedule.
5. Discuss decisions impacting the Title I Part C Education of Migratory Children: Migrant Education Program and Migrant Seasonal and Head Start programs. EXAMPLES: extreme heat index, broken water pipe, bus company strike, government shutdown, Juneteenth, 4th of July, early dismissal, make-up day.
6. Who has/needs access to MSIX? Who needs MSIX training? Contact the Tri-Valley Data Systems Manager (Linda Fournier) for access and training dates.
7. Who uses MSIX to help properly place/enroll students, especially students with IEPs, medical alerts, etc.?
8. Once a family moves across district lines, a Move Notification must be made in MSIX. Who will be responsible for ensuring that this occurs?
9. Discuss potential services for Migrant Child Care.
10. Ensure all services are documented in the Summer Program Services Report (SPSR) and submit them to the Data Systems and Services Manager (Linda Fournier).

### **The Secondary Student and/or the Out of School Youth**

1. If Head Start staff come across youth/parents who are under 21 and do not have a high school diploma, they could potentially be eligible for the Title I Part C Education of Migratory Children.

