

Georgia Department of Education (GaDOE)  
Title I, Part C – Education of Migratory Children  
**Local Identification and Recruitment (ID&R) Plan**

School District: *BARROW COUNTY*

School Year: *2020-2021*

*All school districts in Georgia follow the state and regional GaDOE MEP ID&R Plan as outlined in the Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook. The plan below describes how the school district will implement ID&R requirements aligned to the state and regional ID&R plans.*

**I. ID&R Planning and Implementation**

1. How often will the MEP Contact meet with the local Student Service Provider (SSP) or local recruiter to monitor the implementation of this ID&R plan (minimum of once a semester and summer)? *The Barrow County MEP Contact will meet with the District's SSP in order to monitor the implementation of our ID&R Plan a minimum of four (4) times during the 2020-2021 school year as follows: meetings to be held by no later than August 15, 2020; by Nov. 1, 2020; by Feb 1, 2021; and by May 15, 2021.*
2. How will the district manage and coordinate year-round (regular school year and summer) and ongoing recruitment efforts for enrolled and out-of-school youth (OSY) including pre-school aged children? How will staff's schedules be flexible during peak periods of agricultural activity, visits to seasonal and temporary work sites such as; farms, packing sheds, and processing plants that work with poultry, beef, or wood. Include narrative that ensures the use of the ID&R Activities checklist to guarantee all ID&R activities are taking place at the appropriate time with required documentation. *The District's Migrant Education Program Supplemental Services Provider (SSP) has been trained, will receive continuing training at DOE workshops, and will be actively involved in planning and conducting ID&R activities within the District as a part of his/her planned weekly schedule. The District's Education of Migratory Children/Migrant Education Contact will monitor the ID&R activities of the SSP using the "Checklist of Activities to Support Efficient and Accurate Recruitment" provided by the DOE and following the timelines contained within the Checklist. The MEP contact, whenever feasible, will assist in coordinating with the SSP visits to local poultry plants, any nurseries in the District, neighborhoods, and any other agencies if needed and/or directed by the MEP Regional Recruiter at least once each semester. The District's Federal Programs Director will be available during the summer months should the District need to take action in regards to any ID&R activities, and the Contact will also be available to work offcontract hours should the need arise to do so. The Contact will work closely with the Pre-School (Special Needs) and Pre-K Coordinators, as well as, whenever feasible, the local Head Start facilities and/or Statesponsored Pre-K centers to inform, identify, and recruit participation in the Education of Migratory Children Program*
3. How will the district coordinate with GaMEP staff (regional recruiters) for identifying and contacting potential eligible migratory families, targeting enrollees and non-enrollees (ages 0 to 21), and ensure COEs are completed within two days? *The District will stay in contact with the MEP Regional Recruiter and other MEP specialists at the GADoE in order to coordinate and receive assistance with the District's Identification and Recruitment efforts and activities. The MEP Contact will review all positive response Occupational Surveys and forward these to the District's SSP for immediate follow-up. In order to not neglect potentially MEP eligibilty among families who have not reflected potential or previous eligibility for the MEP upon their completion*

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Richard Woods, Georgia's School Superintendent

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of the Occupational Survey, at a minimum of three times each semester, the Contact and/or SSP will generate, review, and forward either in person or through the GADoE Portal email a Student Information System (Infinite Campus) New Enrollment Status report listing of new enrollments from outside the State or country, or from other Districts to the Region 1 Regional Recruiter for her review to check for potential MEP eligibility. The Regional Recruiter will follow up with phone calls and, when appropriate, home visits, accompanied by the District's SSP whenever possible, in order to conduct ID&R and assist in accurate completion of Certificate of Eligibility within two days of discovery of the likelihood of eligibility for MEP services.

4. How will the district contact current migratory families and youth to determine if new qualifying moves have occurred and ensure COEs are completed? *The District's MEP Contact and/or the SSP will make phone calls as the first step, and home visits as the second step to all families currently eligible for services with the Education of Migratory Children Program to inquire specifically about any new qualifying moves that might have occurred during the summer vacation months. New COEs will be completed within two days with the assistance of the SSP and/or Regional Recruiter and submitted directly to the GADoE Migrant Region 1 Offices. This activity will be performed during the designated Re-Sign period that begins for Barrow County in coordination with the first day of school for students, August 4, 2020. The District will adhere to the deadline established by the GADoE Migrant Education Offices for all Re-Signs to be completed. This process will also be conducted after any major breaks or vacations during the school year.*
5. How will the district ensure the occupational survey (which is completed by all students during new student registration and back-to-school registration) is gathered, reviewed, and prioritized for further follow-up to identify potential migratory children and youth? Include a reference to training local school registration staff on the process. *Because of the BCSS's paperless enrollment system in the District, an email is generated immediately when a parent indicates a move to the District due to employment search. This email permits the District's MEP Contact to view the Occupational Survey immediately in the "DocuShare" files of the District. The additional answers to the OS can then be read and reviewed. This process is therefore daily and occurs immediately upon enrollment and these documents will be reviewed a minimum of weekly. In addition, schools will be trained by the SSP on how and when to distribute the OS forms which will ask parents at the beginning of the school year to complete a new Occupational Survey in order to ascertain if the family made a qualifying move during the summer vacation months. The District's MEP Contact will ask the SSP to follow-up immediately (within 48 hours) on the Occupational Surveys with positive responses to determine eligibility and complete, as deemed appropriate and with the additional support of the Regional Recruiter as needed, a COE within two (2) days. The MEP Contact will review the document in the enrollment system to ensure that the form in use is current.*
6. How will the district coordinate with other agencies, organizations, and/or gather resources to build a recruitment network to identify potential eligible migratory participants? *The District will coordinate by both written letter and in-person visit with local agencies (Barrow Health Department, The Department of Labor, local employers (eg., Harrison Poultry), Head Start, Social Security, the Chamber of Commerce, etc., as well as its own social workers and Registration Department personnel and notify the aforementioned early in the school year (by September 30) about the MEP and the District's recruitment efforts.*

## **II. School District/Local Agricultural Information**

1. How will the district create and/or maintain a current local agricultural or employment locations map containing profiles of employers, **if applicable** include agricultural activities, crops and/or growing seasons in your area? Explain how this information will be updated during the year (each semester minimum). *The District's MEP Contact will create a local agricultural map and maintain/update it monthly indicating the known employers and profiles of these employers. The employer roster will contain the name and phone number of a contact person.*

2. How will the district create and/or maintain a local residential map that includes the areas/neighborhoods and labor camps/apartment complexes where migratory families may reside? Explain how this information will be updated during the year (each semester minimum).  
*The District MEP Contact and SSP will maintain and update the agricultural map as needed indicating the residence locations of MEP families each semester of the school year. Note: Currently the poultry facility is the only agricultural industry located within the county, but the District will remain alert should any other facility locate into the District.*
3. What is the district's plan for contacting employers within its boundaries regarding hiring practices, crops and growing seasons in order to identify potential new eligible migratory families?  
*The District MEP Contact and/or SSP will contact either by email or in person all agricultural employers in existence within the District who might potentially hire migratory workers and alert them to the District's desire to identify new employees who might qualify to receive services under the Education of Migratory Children Program*
4. The district's list of agricultural activities, local agricultural map, residential map, and list of employers must be readily available to be shared with the GaDOE MEP staff throughout the current school year when requested and/or needed. Where will this information be stored in the district? (Ensure to keep all this information current and on file). *All lists of agricultural activities, local agricultural maps, residential maps, and list of employers are available in the files of the District's Migrant Education Contact in the Central Offices of the Barrow County School System.*

**DISCLAIMER**

***The GaMEP IDR and Data Collections Handbook is the primary source of information for all aspects of ID&R.***

**Reminders**

- All quality control procedures must follow the GaMEP IDR and Data Collections Handbook quality control descriptors. Click here for the [IDR/Data Handbook](#)
- The GaMEP State Agricultural Activities map is a starting point when creating your local agricultural map. Click here for the agricultural map: [Migrant Education Program Website](#)
- Remember that your local agricultural map must include information unique to your area and compliment the Ga MEP State agricultural map with information not currently identified/found in it.

Submitted by: *E. Scott King*

Date: *February 28, 2020*