**PART III – REQUIRED PROGRAM INFORMATION**

Using no more than a total of fourteen (14) pages, provide the required program information for the following areas listed below. Responses should be formatted according to the outline and font size 12.

I. **STAFFING - Administration**

   A. Given migrants are located in various regions of the state, complete the following organizational chart, identifying the roles and responsibilities of individuals involved with the administration of the Massachusetts Migrant Education Program that would ensure compliance with all state and federal laws and regulations (chart is expandable)

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   B. Provide a brief description of how staff at this level will be recruited, especially those involved with identification and recruitment

**STAFFING – Program services**

C. Provide a timeline for recruitment of staff that will be providing program services to students

D. Provide a brief description of how program services staff will be recruited
E. Complete the following organizational chart for program services staff (chart is expandable)

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II. PROFESSIONAL DEVELOPMENT

A. Briefly describe the professional development activities to be provided to program services staff, including how the professional development will be determined

B. Briefly describe the training activities to be provided for staff involved in the identification and recruitment of migratory students, including how the training needs will be determined

III. IDENTIFICATION AND RECRUITMENT OF MIGRATORY STUDENTS

A. Describe the planned identification and recruitment activities and procedures to be implemented to effectively identify and recruit all eligible migrant students in the state, including how the following elements will be achieved:
   i. Identifying the primary populations and locations of potential migratory students within the state
   ii. Identifying, collaborating and coordinating with other entities in the identification and recruitment of migrant students
   iii. Supervising/monitoring individual recruiters’ identification and recruitment efforts
   iv. Assessing staff involved in identification and recruitment

IV. ELIGIBILITY AND QUALITY CONTROL PROCESSES

A. Describe the eligibility and quality control processes to be established and implemented to ensure the
proper identification and recruitment of migratory students, include the following elements in the response:
   i. How will eligibility be documented and maintained?
   ii. What will be the process for resolving and communicating eligibility questions?
   iii. What processes will be established and implemented to verify and validate the eligibility of migratory students?
   iv. How will a periodic review of the quality control system be conducted?
   v. What will the process be for implementing corrective action, if necessary?

V. FISCAL MANAGEMENT
   A. Describe fiscal controls and procedures established to ensure compliance with Federal and State grant management requirements
      (Appendix O - Financial Management System Review Checklist
      Department of Education Cash Management Policies for Grants and Cooperative Agreement
   
   B. How do you plan on responding to additional federal and state requests for information related to the MMEP?

VI. PARENT ENGAGEMENT
   A. What strategies will be implemented to increase parental involvement in the following areas:
      i. To increase parental attendance and participation on the migrant parent advisory council
      ii. To develop a written parent involvement policy
      iii. To support the parent/school, parent/child (e.g. family literacy), and parent/community connections
      iv. To inform the parent/students of other available educational programs in their community
      v. To inform and/or assist the parent/students how to gain access to other resources in their community (e.g. health, nutrition, social services, etc)
      vi. To involve parents in the design, implementation, and evaluation of program services for their children, specifically including parents in the development of the Comprehensive Needs Assessment and the Service Delivery Plan

VII. SUPPLEMENTAL SUPPORT SERVICES
   A. Describe how the comprehensive needs assessment (CNA) will be developed, implemented, and documented to identify the needs of migrant students
   
   B. Define and describe the process for prioritizing for services (PFS) those migrant students who are failing, or most at risk of failing to meet the state standards, and whose education has been interrupted during the regular school year
   
   C. Identify the goals and objectives to ensure that migratory students are served across the state
   
   D. Describe the three year service delivery plan (SDP) that will be developed and implemented to ensure that migrant students will be provided the same opportunity to meet the challenging state student academic achievement standards that all children are expected to meet. Provide a schedule of program services (school year, summer, etc) that includes the following elements:
i. Identify the components of the program services (program design) to be provided as supplemental educational services for migrant students
ii. What curriculum will be implemented for program services?
iii. How will students and program services be assessed?

E. Describe programs that will be in place to promote the transition of secondary students to post-secondary education or employment, include potential organizations that may be partnered with to promote the transition

F. Describe plans to collaborate with other community and state agencies to provide migrant students with services

VIII. DATA COLLECTION - Child Counts

A. What procedures will be in place to ensure that the child counts are accurate, reflect only eligible migrant children, and are sufficiently well documented so that an outside reviewer who is unfamiliar with the MMEP would understand the process?

B. What quality control checks will be implemented to provide accurate child counts as to avoid duplication?

DATA COLLECTION - Student Assessment

C. Describe plans to conduct interstate and intrastate coordination and collaboration of services for migratory students, include the following elements in the response:
   i. How the transfer of pertinent school/health records will be promoted?
   ii. What method will be utilized to transfer student data electronically between states?

D. Describe the process to be implemented to work with local districts and schools to collect and report information and data on the status of eligible migrant students under the State Consolidated Grant Performance Goals 2 and 5, as well as the process for obtaining data for the GPRAs Performance Goals 1 and 5 Government Performance and Results Act Measures (GPRA) (Section B2)

E. What procedures will be implemented to ensure that assessment data are reliably disaggregated for migrant students for reporting purposes?

IX. PROGRAM EVALUATION

A. Provide a description of an evaluation design (Office of Migrant Education Evaluation Checklist) to determine the effectiveness of the migrant education program and projects that will be implemented, including the following:
   i. How will measurable MMEP goals and outcomes be identified, developed, implemented and assessed?
   ii. What “tools” will be developed and utilized to obtain data for the evaluation report?
   iii. How will the outcomes or data obtained from evaluation be utilized for program design and improvement to reach desired goals?

Using the Massachusetts Migrant Education Program Budget Narrative Form, provide a budget narrative that explains how program expenditures relate to the proposed activities.