



# Instructional Services SSA

## Title I, Part C Migrant Education Program

**2022-2023**

Note: Due to various factors, including the volume of participation from districts, contract negotiations for products and services being purchased and delivered within this contract, possible funding changes for districts or ESC Region 11, and other factors, this contract is offered in good faith but does not become binding until September 1, 2022, on either the district or ESC Region 11. This contract is contingent upon the continued availability of appropriations and is subject to cancellation by either party upon thirty (30) days' written notice to the other party. Payment for valid fees or charges rendered by the ESC Region 11 prior to written notice of termination shall be due to ESC Region 11. Early acceptance of this contract is necessary so that ESC Region 11 can plan and prepare to deliver these services. An alternative contract may be offered if this contract cannot be delivered as stated.

The Instructional Services Division offers the following services and discounts to Region 11 school districts/charter schools that sign the **Title I, Part C Migrant SSA Contract**:

### Title I, Part C SSA

The purpose of these funds is to provide services for eligible migratory children in accordance with the Standard Application System (SAS) Title I, Part C Migrant Education Program (MEP) application.

#### **Budgeting and Accounting Conditions:**

- All funds must be accounted for in the official accounting records of ESC Region 11.
- All funds must be budgeted, expended and reported in accordance with the Financial Accountability System Resource Guide. All funds will be maintained and accounted for through the ESC Region 11.
- Financial records are to be maintained for 7 years from the end of the project and are subject to federal and state audit.
- In the event that the district/charter decides to withdraw from the Shared Services Arrangement (SSA) and conduct a migrant program independently, all federal roll forward funds will remain with the ESC Region 11 as fiscal agent.
- Grievances, lawsuits, or any other legal action taken against the fiscal agent of a shared services arrangement by an employee, student, or parent may be cause against the school district. If so, the expenditures incurred might be the responsibility of the member district. If the cause is against the fiscal agent of an SSA, cost incurred might be paid by each member district on a pro rata basis determined by the ESC Region 11 Board.

### Services included at No Additional Fee

- Serve as fiscal agent and provide assistance in meeting the seven areas of focus for the migrant program;
- Conduct identification and recruitment of migrant students (ESC Region 11 will provide recruiter);
- Encode required student data into the New Generation System (NGS);
- Conduct migrant service coordination — Determine individual needs for instructional and support services, identify available resources to address needs, coordinate with entities to ensure access to appropriate services, follow up to monitor and document progress, and coordinate with district and Texas Migrant Interstate Program (TMIP) to ensure summer STAAR remediation;

- Ensure completion of all required strategies in the Texas Service Delivery Plan through direct services or coordination with district/charter services;
- Complete required monitoring and reporting to the Texas Education Agency (TEA);
- Complete the Migrant Education Program (MEP) Evaluation Report;
- Provide district/charter with a list of migratory students to be encoded into PEIMS with the Migrant Indicator Code;
- Provide district/charter with NGS Priority for Services (PFS) monthly report identifying youth who require priority access to MEP services; provide training on PFS tracking system noted in the PFS Action Plan Template.
- Provide a PFS Action Plan Template in order guide them to a district-specific plan and an Identification and Recruitment Plan to incorporate into the District Improvement Plan;
- Provide supplemental services to address needs for academic and non-academic support, including: clothing, school supplies, vision and hearing screening (when not provided by the Foundation Program), or medical and dental services to eligible migratory students at no cost to the district (requires nurse referral) or parent;
- Provide presentations to school staff to increase awareness of student needs for timely attention, appropriate interventions for academic and non-academic dilemmas/concerns, and directions for non-MEP staff to notify MEP staff of referrals/interventions;
- Collaborate with district to develop and implement a set of procedures that outline a variety of strategies for partial and full credit accrual, and save course slots in elective and core subject areas, based on district's history of student migration;
- Attend the grant-required Migrant Education State Conference and TEA's meetings;
- As part of grant compliance, respond to Random Validations, program surveys, and other TEA requests throughout the program year on the district's/charter's behalf;
- Coordinate to provide school readiness programming. If local programs are unavailable, ESC Region 11 will provide home-based school readiness programming through A Bright Beginning curriculum;
- Conduct Parent Advisory Council meetings in accordance with grant requirements.

### **District Responsibilities**

- Attend ESC Region 11 Migrant Education Program (MEP) meetings (at least once annually);
- Participate in relevant professional learning opportunities when offered;
- Encourage participation in student-specific activities provided by fiscal agent;
- Collaborate with ESC Region 11 to identify and recruit migrant students throughout the year;
- Collaborate with ESC Region 11 to determine individual educational needs and to coordinate or provide services to meet the identified need for early childhood/school readiness students;
- Notify ESC Region 11 of students needing Reading and Mathematics interventions to be successful;
- Identify a district summer contact person who will have access to student records and be available throughout the summer months;
- Encode, remove, or reconcile list of migrant students into PEIMS with the Migrant Indicator Code;
- Review district policies and procedures concerning students with late entry and/or early withdrawal to ensure there are plans for migratory students;
- Incorporate the district specific Priority for Services Action Plan and the ESC Region 11 Identification and Recruitment Plan into the District Improvement Plan;
- Progress Review Documentation as communicated to District/Charters in the PFS Monitoring Training (provided annually);
- Complete all required reports in accordance with state and federal timelines;
- Maintain Certificates of Eligibility (COE) on file for 10 years or according to district policy;
- In accordance with TEA timelines, submit the following to the ESC Region 11 MEP:
  - o Partial grades and clock hours for students withdrawing early in grades 6 through 12
  - o All accumulated secondary credits accrued for students withdrawing early

- o Graduation plans for all secondary students
- o Limited English Proficiency code for migrant students on the Unique Student Count Report
- o Grades/credits for secondary migrant students each semester
- o Official withdrawal dates and reported destination, as soon as possible, for migratory students who withdraw
- o Medical Alert Information/Immunizations
- o Recommended courses for all secondary students
- o Data required by the Texas Service MEP Service Delivery Plan
- o Final grades for students in grades 6-8
- o Name, title, and contact information for designated district/charter migrant contact person
- o When requested, submit Texas Assessment Program results; PEIMS information; Special Education information, and immunizations to ESC Region 11

***Note: SSA participation is not mandatory. In order for districts/charters to be eligible for this SSA, they must meet the following criteria:***

- **Title I, Part C Migrant**

- o Receive a Title I, Part C migrant funding allotment through the ESSA grant application
- o Complete all LEA requirements of the ESSA grant application

**TEA Applicant Guidelines for Shared Services Arrangement Membership**

***(subject to change when new ESSA grant application is finalized)***

- To become part of the ESC Region 11 Shared Services Arrangement(s) (SSA), all applicants applying for a grant permitting an SSA are required to complete the TEA Applicant Designation and Certification (ADC) form and submit it through eGrants before being allowed access to the automated application. On this form, district/charter must indicate how the district/charter will apply for that grant: apply as an independent project, apply as the financial agent for a SSA (Consortium), apply as a member of an SSA, or not apply at all.
- A district/charter response to the TEA Applicant Designation and Certification (ADC) form is required to set up your application in the eGrants system. The response eliminates the required signature of each member on the SSA (Certification for Consortium Projects) schedule in the application and the need to complete a Notice of Intent to Apply. The response to this form is binding for the entire project period. Districts/charters are advised to complete the process of obtaining local board approval before submitting the Applicant Designation and Certification (ADC) form.

**ESC Region 11 Contact**

Director of Instructional Services  
(817) 740-7636



## EDGAR, General, and Fiscal Guidelines

*In accordance with federal EDGAR guidelines, please check each statement, sign at the bottom, and submit this sheet with each 2022-23 reimbursement request:*

\_\_\_\_\_ I guarantee and verify that the equipment and material we are purchasing with these funds are used in accordance with all rules and guidelines of the grant.

\_\_\_\_\_ I guarantee and verify that my district will label all equipment and materials purchased with grant funds.

\_\_\_\_\_ I guarantee and verify that I have an inventory on file in district of all equipment and materials purchased with grant funds and that inventory can be produced for audit purposes.

\_\_\_\_\_ I guarantee and verify that I have not purchased this same materials or equipment this year or within the past two school years with state or local funds in accordance with federal regulations.

\_\_\_\_\_ I guarantee and verify that I will keep and use these materials and equipment within my appropriate programs until they are no longer viable for use. If the asset is worthless, broken, etc., it may not be transferred to another program. An approved form must be completed and submitted to TEA requesting approval to “dispose” of the asset. A copy of this form must be submitted to ESC Region 11 as the fiscal agent for the SSA.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

District \_\_\_\_\_