



# **California Migrant Education Program Direct Funding Guide**

**September 2015**

**California Department of Education Migrant Education Office**

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## **Preface**

The California Department of Education (CDE) Migrant Education Office (MEO) revised the Migrant Education Program (MEP) Direct Funding Guide (Guide) with the support of CDE MEO staff and in coordination with other CDE divisions.

The CDE provided opportunities for input from stakeholders including local educational agency MEP directors. Contributing directors are Ruben Castillo of MEP Region 4 (Fresno County Office of Education), Dr. Joe Mendoza of MEP Region 17 (Ventura County Office of Education), and Margarita Gonzalez Zaske of MEP Direct Funded District 22 (Santa Maria-Bonita School District).

## Introduction

The MEP was established under the Elementary and Secondary Education Act (ESEA) of 1965 and reauthorized under the No Child Left Behind (NCLB) Act of 2001<sup>1</sup>. The provisions of the MEP are included in Part C of Title I of the ESEA. The MEP is a state-administered program with the CDE responsible for leadership, oversight, and ensuring that migrant students receive the full benefit of this funding.

The services offered by the MEP are coordinated with other federal, state, and local educational services to support high-quality, comprehensive educational programs for migrant children, to reduce educational disruptions and barriers resulting from frequent moves. States receive annual, federal grants based on a number of factors, including the number of migrant students identified within the State. The grants are to establish or improve educational programs for migrant children. These grants assist states in improving educational opportunities for migrant children through the provision of supplemental direct services to ensure migrant students succeed in school, graduate from high school, and make successful transitions to postsecondary education or employment.

The MEP funds are intended to benefit migrant children and, with very limited exceptions, may not be used to support projects that include non-migrant children<sup>2</sup>. Fiscal requirements for the expenditure of migrant education funds must be met by all fund recipients and operating agencies: MEP regions, districts, and direct-funded districts. Federal and state statutes and regulations require that operating agencies:

- Provide services to migrant children that are at least comparable to services provided to non-migrant children.
- Use MEP funds to supplement, not supplant regular non-federal funds. Thus, MEP funds are supplementary to the core educational program and to other special programs, such as Title I, Part A, Title III and Local Control Funding Formula.

While the legal authority found in this Guide establishes the regional system as the primary framework for the delivery of MEP services, it also affords the CDE with discretion to directly fund local educational agencies, if it is cost effective to do so.<sup>3</sup>

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<sup>1</sup> Pending reauthorization.

<sup>2</sup> Services for non-migrant children are typically limited to formerly eligible migrant children who may continue to receive services if they meet certain conditions. See Elementary and Secondary Education Act (ESEA), Section 1304(e)

<sup>3</sup> California Education Code (EC), Section 54444.1(c)

## 1.0 Direct Funding Overview

The CDE has established a process for districts to apply to receive direct funding. Districts interested in becoming direct funded must demonstrate that they have the programmatic and fiscal capacity to operate the MEP. There are varying reasons that districts seek to be direct funded. These reasons are generally based on the district's belief that they can continue to provide the high quality services currently provided by the region, yet also maintain local control. Other reasons may include, but are not limited to, a district's geographically remote location, transportation or other barriers in accessing regional services, and/or in response to inquiries and requests of district stakeholders.

### 1.1 Purpose of Direct Funding Guide

This Guide provides MEP regional and district staff with information and guidelines for an agency to apply to the CDE to receive direct funding for the provision of services to migrant student and families. It provides the eligibility criteria as codified in California *Education Code* (EC) Section 54444.1(c) and sets forth the agency's responsibilities. It establishes the process and procedures that must be followed to apply and provides charts and templates to assist the agency in the application process.

This Guide supports collaborative decision making, provides a framework for the Direct Funding process, and defines the required specifications and technical requirements of the process.

- A. Supports Collaborative Decision Making: The required steps outlined in this Guide offer stakeholders (district and regional staff, migrant parents, and community members) a forum of communication to become informed and work together in considering the needs of their migrant community and, thereby, determine whether the direct funding model is feasible and in the best interest of their area students and stakeholders.
- B. Provides a Framework for the Direct Funding Process: This Guide outlines the process for districts interested in applying for direct funding through the CDE and does not apply to currently operating direct funded districts. To increase the understanding and improve the effectiveness of the direct funding application process, a *flow chart* outlining the basic steps in the two-year cycle is included as **Appendix A**.
- C. Defines the Specifications and Technical Requirements: This Guide provides a chart that outlines the required actions throughout the two-year cycle of the direct funding application process. The chart indicating the operating agency responsible for completing each of the activities is included as **Appendix B**.

## 1.2 Legal Authority

The MEP is a federally funded state administered program<sup>4</sup>. In California, state law does not provide funding for the program; however, it does specify the administrative framework for delivering MEP services. While the primary method for service delivery is the regional system<sup>5</sup>, *EC* does allow for the direct funding of a district. The criteria for direct funding is set forth in *EC* 54444.1(c) and reads, in part:

The department may directly fund local educational agencies, in whole or in part, to provide services to eligible migrant children, if it is cost effective to do so, and if the applicant agency:

- serves not less than 1,500, nor more than 8,000, currently migratory children;
- has sufficient programmatic and fiscal resources to deliver an effective migrant education program;
- is in compliance with federal and state requirements regarding migrant education programs;
- maintains an ongoing and functional parent advisory council that has voted on a biennial basis to approve the participation in the directly funded program, including the approval of a majority of the members who are the parents of migrant children; and
- maintains fiscal procedures in conformity with the requirements adopted by the department.

Additional resources and legal authority relevant to the MEP are found in **Appendix C** of this Guide.

## 1.3 State Administrative Function

Federal law provides that a state educational agency (SEA) subgranting funds to operating agencies “*remains responsible for the overall administration and operation of the MEP in the State.*”<sup>6</sup> Further, all MEP operating agencies and service providers shall comply with applicable federal and state laws, regulations, policies, guidelines, and operating practices in the provision of services to migrant students and families.

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<sup>4</sup> Elementary and Secondary Education Act, 1965; Reauthorized under the No Child Left Behind Act, 2001

<sup>5</sup> California Education Code (EC), Section 54444.1(a)

<sup>6</sup> U.S. Department of Education, Office of Elementary and Secondary Education, Section 1302, 2014; OME Guidance, p. 142.

## 1.4 Subgrantees

Currently, the CDE MEO awards funding to multiple subgrantees. While most are funded through the regional system, some of the subgrantees are operating agencies that made the decision and were approved to operate as direct funded districts. The CDE MEO provides both the regional and the direct funded programs with administrative support, ongoing monitoring of program applications, technical assistance, and guidance. A list of the subgrantees currently funded by the California MEP is found at <http://www.cde.ca.gov/sp/me/mt/regions.asp>.

- A. Districts approved for direct funding operate their MEP independently without the supervision of their surrounding migrant region. **Appendix D** offers a snapshot of the responsibilities involved in being a direct CDE MEO subgrantee.
- B. Both current and newly approved Direct Funded Districts complete and submit the Direct Funded District Application (DFDA) and budget forms, including Signatures and Assurances, directly to the CDE.
- C. Subgrantees are expected to analyze the core programs and services currently offered to migrant students and determine the best use of migrant funds to *supplement* the district's services.
- D. Subgrantees are expected to design programs, activities, and services aligned with their needs assessments. The programs and services are to contribute to meeting the measurable outcomes in the following areas outlined in the State Service Delivery Plan (SSDP): School Readiness, English Language Arts, Mathematics, High School Graduation, Out of School Youth, and Parent Involvement.
- E. Subgrantees will include in their funding application allowable activities related to identification and recruitment, parental involvement, professional development, administration of the program, the MEP Parent Advisory Council (PAC), technical assistance, monitoring, and program evaluation.

## 2.0 Framework for Direct Funding

### 2.1 Process Overview

The application for direct funding is a two-year process, which affords the operating agency a thorough and informed procedure for the development and submission of the proposal. The two-year timeframe is designed to:



- A. Allow the inclusion of stakeholders such as district and regional staff, migrant parents, and district PAC members in the discussions and exploration of the direct funding option.
- B. Afford the necessary time for the district and its' stakeholders to understand the responsibilities, regulations, and accountability required to function as a direct funded district.
- C. Support district planning and assessment of how to best address the needs of migrant students and families within the necessary, reasonable, and allocable provisions of Title I, Part C funds.

## **2.2 Proposal Submission Overview**

The two-year diagram and the activities' chart included in this Guide provide an outline for the operating agency to follow in requesting direct funding for the provision of services to eligible migrant children. Following is an overview of the Year 1 and Year 2 requirements. Details and specifications for the Proposal submission are found in Section 3 of this Guide.

- A. Year 1: Local planning, development, and coordination are the focus of the first year. The district meets with the region, notifies the CDE MEO and convenes stakeholder meetings. The region shall provide an outline of their MEP responsibilities, as well as a current staffing guide<sup>7</sup>. The district conducts a PAC meeting to vote on direct funding, and if approved, a Letter of Intent is submitted to the CDE MEO followed by further planning for the development of the Proposal.
- B. Year 2: The district submits its proposal to the CDE MEO. The district's Proposal is reviewed and evaluated, and the CDE MEO will schedule a site visit at the district. The CDE MEO will consult with other CDE Divisions, such as the Fiscal and Federal Program Monitoring offices to ensure the district is fiscally solvent and that the district has a history of compliance to federal and state requirements. Districtwide student achievement data will be reviewed by the CDE MEO, and an interview will be conducted with the region to review the district's performance. In December of Year 2, the CDE will inform the district of the application's approval or disapproval. If approved, the district and the region shall work collaboratively with West Ed to develop a process for the transfer of student records.
- C. Transition year: Beginning July 1 of the transition year, the district begins self-governance as a direct-funded district. During this time, the new subgrantee shall:

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<sup>7</sup> The staffing guide is intended to provide the district a picture of the full scope of the responsibility involved in being direct funded.

- Work collaboratively with CDE MEO staff and attend all CDE MEO sponsored trainings and/or workshops to support the transition to operational status.
- Maintain positive communications with the region from which it is departing to ensure:
  - all student and/or other relevant records have been successfully transferred; and
  - ongoing collaboration and/or coordination, as needed, to serve migrant students and families.

The district will continue to complete and submit a District Service Agreement (DSA) to the Region until such time as the district is approved for direct funding. The approved direct funded district will submit a Direct Funded District Application (DFDA) in the Spring of Year 2 to become effective on July 1 of the transition year.

The diagram below reflects an overview of the proposal submission and application cycle for a district that is going through the two year direct funding process.

**Diagram 1**

**Overview of Proposal Submission and Application Cycle**

Year 1 (July 1- June 30)	Year 2 (July 1 - June 30)	Transition Year
<ul style="list-style-type: none"> <li>• Region maintains oversight</li> <li>• District operates under a DSA with the region (that is submitted in the preceding Spring)</li> <li>• District submits Letter of Intent (see Appendix A)</li> <li>• District submits a DSA with the Region in the Spring of Year 1 for operation of MEP services in Year 2</li> </ul>	<ul style="list-style-type: none"> <li>• Region maintains oversight</li> <li>• District operates under a DSA with the region (that is submitted in the preceding Spring)</li> <li>• District submits a Proposal to the CDE to become a direct funded district (see Appendix A)</li> <li>• <i>If the district's Proposal is <u>approved</u>, the district submits a DFDA directly to the CDE in the Spring of Year 2 for the operation of the MEP during the Transition Year</i></li> <li>• <i>If the district's Proposal is <u>not approved</u>, the district submits a DSA with the region in the Spring of Year 2 for MEP services in the following year</i></li> </ul>	<ul style="list-style-type: none"> <li>• Only applicable if a district is approved for direct funding</li> <li>• CDE acquires oversight</li> <li>• District operates under a DFDA as a direct CDE subgrantee</li> <li>• DFDA is submitted to the CDE in the Spring of Year 2</li> </ul>

Throughout the direct funding process, the CDE MEO shall provide, as needed, technical assistance, consultation, and guidance to both the district and the region. The CDE MEO shall review proposals and make determinations on appeals according to the timelines and provisions as set out in this Guide.

## 3.0 Specifications and Technical Requirements

### 3.1 Year 1: Letter of Intent

Upon determination by the district that direct funding is in the best interest of migrant students, the district will convene a PAC meeting where a vote of the PAC on applying for direct funding will take place. Prior to the vote, the district must share with the eligible migrant parents and with the PAC, the full scope of the responsibility in being direct funded. The district may choose, but is not required, to use the appendices and templates in this Guide to support this requirement.

Upon approval of direct funding by a majority vote of the PAC members who are parents of migrant children, the district will submit a Letter of Intent (LOI) to the CDE MEO. A sample of the LOI is provided in this Guide as Template 5. If the PAC majority vote does not support direct funding, the process is concluded.

The LOI is the formal notification to the CDE MEO that the district is seeking direct funding. It shall be signed by the district's superintendent or designee and mailed to the CDE MEO, as follows:

**California Department of Education  
Multilingual Support Division  
Migrant Education Office  
1430 N Street, Suite 2204  
Sacramento, CA 95814  
Attention: MEP State Administrator**

The LOI must be received by the CDE MEO by **November 15 of Year 1** and must be supported with documentation that verifies meetings and coordination with the district's regional office, migrant parents, PAC and stakeholders. This documentation must demonstrate the collaborative involvement in the decision-making process to become a direct funded district and consists of the following:

- Notification letter to region**
  - Agenda(s) for district and region meetings that includes the district's request for direct funding. (Refer to Template 3)
  - Sign-in sheets for district and region meetings
  - Minutes for district and region meetings
  
- Notification to stakeholders and district parents**
  - Agenda(s) for district, stakeholder, and parent meetings that includes the district's request for direct funding. (Refer to Template 3)
  - Sign-in sheets for district, stakeholder, and parent meetings
  - Minutes for district, stakeholder, and parent meetings

- Notification regarding district PAC meeting** for information and voting for direct funding.
  - Agenda(s) for district PAC meeting. (Refer to Template 3)
  - Sign-in sheets for district PAC meeting
  - Minutes for district PAC meeting documenting a majority yes vote for direct-funding by PAC parent members, as well as *the total number of PAC members present*
  
- Tabulation** of the results of the district's PAC vote on direct funding

The above checklist (included as Template 6 of this Guide) shall be a part of the LOI packet. Only complete LOI packets will be considered.

Upon determination that the packet is complete, the CDE MEO will begin the process of calculating a preliminary grant allocation for the district to use for purposes of preparing its Direct Funding Guide Proposal.

Incomplete packets shall be returned to the District, and the process shall be concluded for the fiscal year in which it was submitted. The District may submit a new and complete LOI packet in the subsequent fiscal year.

### 3.2 Year 2: Proposal Specifications

The Direct Funding Proposal must be written in a narrative form that demonstrates the district's ability to meet all qualifications, requirements, and standards specified in this Guide. The Proposal has a due date of **July 1 of Year 2**.

#### Instructions for Proposal Components

The CDE MEO has provided templates and the following format for the organization of the proposal components. With the exception of the Scope of Proposal, the templates are intended to be samples only and have no bearing on the evaluation of the proposal. A brief description of the requirements for each of the components is indicated below. Detailed information for the Scope of Proposal is found in **Appendix E**.

- A. Cover Sheet: The Cover Sheet shall be signed and dated by the district superintendent or designee and by the PAC chairperson. The Cover Sheet shall also include the dates of PAC and of Board approval. Minutes from the Board meeting where the Proposal was approved shall be submitted with the Proposal.
- B. Table of Contents: The Table of Contents shall identify each of the proposal components, PAC roster, and other supporting documentation by page number.
- C. Scope of the Proposal: The Proposal shall be in narrative form and shall include details and evidence as detailed in Appendix E. A focus on increasing student achievement for migrant students shall be evident throughout the Proposal.

The Proposal must include a narrative for each of the areas listed below. Each area must be sufficiently described to provide evidence of the district's ability to meet the requirements as set out in this Guide and to effectively administer the MEP.

- Required Program Areas for Proposal
  1. Rationale
  2. Demographic Information
  3. Student Needs Assessment and Data Analysis
  4. Fiscal Resources
  5. Coordination of Services
  6. Compliance with Federal and State Requirements

- D. Direct Funded District Application (DFDA): The district will complete the DFDA outlining the district's program resources for all students (core program), a description of the services to be provided, parent and community participation, and the proposed budget.

The CDE MEO regularly provides technical assistance activities and guidance to the MEP subgrantees for completion of the grant applications. The district may choose to participate in some or all of these activities during Year 1 to support the development of this part of the Proposal.

## 4.0 Proposal Evaluation

The CDE MEO will first ensure that the district has submitted a complete Proposal packet, including all of the required activities and documents as outlined in this Guide. The CDE MEO will utilize the following timeline for evaluating proposals:

Dates	Events
July–August	Review Proposal
September	Conduct Site Visit(s)
October	Consultation with other CDE Divisions
November	Consultation with district for clarification and/or allowance of a one-time adjustment of any review items, if applicable
December 5 <sup>th</sup>	Respond to Proposal

In addition to the requirements set out in this Guide, the CDE MEO will use a scoring rubric to evaluate the Proposal for direct funded status. The CDE MEO will provide the scoring rubric to the applicant district along with the proposal allocation.

## 5.0 Approved Proposal

As funding for migrant regions is appropriated in accordance with the State fiscal year, districts that are approved for direct funding will continue to provide migrant services under their existing migrant region until the end of the State fiscal year, June 30 of Year 2. During this time, the approved district's migrant staff will:

- Set-up processes and procedures to initiate services
- Secure student records from the former region
- Engage in functions and activities with the former region to facilitate a seamless transition, including, but not limited to, the updating and/or development of both the region's and district's inventory list, the training of district staff in the Migrant Student Information Network (MSIN), and the facilitation and coordination of data transition.

Approved districts will submit the MEP DFDA in Year 2 by the date established by the CDE MEO. Funding for all approved MEP Grant Applications is contingent upon approval of the State budget and the availability of funds.

Once approved, new direct funded districts will transition to full operational status beginning July 1 of the Transition Year and will attend any and all CDE MEO sponsored workshops and trainings.



## 6.0 Appeal Process

An operating agency not approved for direct funding may appeal to the CDE MEO. The operating agency must file a full and complete written appeal that includes the issue(s) in dispute, the legal authority or other basis for the operating agency's position, and the remedy sought. Appeals must be filed within 10 calendar days after receipt of the CDE MEO's notice that the request for direct funding was not approved. Operating agencies filing an appeal must submit their letter of appeal by mail, fax, or in person to:

California Department of Education  
Migrant Education Office  
1430 N Street, Suite 2204  
Sacramento, CA 95814-5901

A final decision shall be made by the CDE within 30 calendar days after receipt of the appeal. The decision shall mark the end of the direct funding request appellate process.

## 7.0 Post-Approval Process

Once a district has applied for and has been approved by the CDE MEO to operate as a direct funded district, it is not necessary to apply in succeeding years.

- A. The CDE MEO shall assign a preliminary grant allocation to the approved district and also assign the district to a CDE MEO Education Programs Consultant and an Associate Governmental Program Analyst for technical assistance and guidance.
- B. The district shall fulfill the requirements as established by federal and state law regarding migrant education and shall maintain fiscal and program procedures in conformity with the requirements established by the CDE MEO.

Any operating agency in violation of the terms of the application or demonstrating inadequate performance, including failure to comply with and carry out judicious fiscal duties or non-compliance with federal or state requirements, shall be issued a letter of Non-Compliance by the CDE MEO.

The letter of Non-Compliance will identify the item of violation and serve as notice that the operating agency is at-risk of a grant reduction or grant termination.

The direct funded district must demonstrate compliance in order to remain eligible for funding in subsequent years. The CDE MEO will evaluate the district's progress to clear findings and remove the at-risk condition from the grant. If the

district is unable to resolve the findings, the CDE MEO may reduce or terminate the sub-grant. The district shall receive notice at a minimum of 40 calendar days prior to the effective date of termination. The CDE MEO shall compensate the district for actual services rendered through the date of termination.

### **Appeal Process**

An operating agency must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester's position, and the remedy sought. Appeals must be filed within 10 calendar days after receipt of the CDE MEO's notice of grant reduction or termination. Operating agencies filing an appeal must submit a letter of appeal by mail, fax, or in person to the CDE MEO, as provided in Section 6.0 of this Guide.

## 8.0 Glossary

### 8.1 Commonly Used Acronyms

<b>CDE</b>	California Department of Education
<b>CFR</b>	Code of Federal Regulations
<b>DSA</b>	District Service Agreement
<b>EC</b>	California Education Code
<b>ED, also USDE</b>	(United States) Education Department
<b>EDGAR</b>	Education Department General Administrative Regulations
<b>ESEA</b>	Elementary and Secondary Education Act
<b>FY</b>	Fiscal Year
<b>LEA</b>	Local Education Agency
<b>MEO</b>	California Migrant Education Office
<b>MEP</b>	Migrant Education Program
<b>NCLB</b>	No Child Left Behind Act of 2001
<b>OME</b>	Office of Migrant Education of the US Department of Education
<b>PAC</b>	Parent Advisory Council
<b>PFS</b>	Priority for Services
<b>RA</b>	Regional Application
<b>SEA</b>	State Education Agency (California Department of Education)

Definitions of these and other terms are on the following pages

### 8.2 Commonly Used Terms

**California Department of Education** • State agency that oversees public education. The Department oversees funding and testing, and holds local educational agencies accountable for student achievement.

**California Education Code** • Laws that regulate the state education system.

**California Migrant Education Office** • Provides information and background on the migrant education program in California; includes migrant education forms and a directory of offices providing services.

**Code of Federal Regulations** • The codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

**Direct-funded District** • A district that is directly funded by the state MEP. EC Section 54444.1(c) provides the CDE the discretion to directly fund local educational agencies, in whole or in part, to provide services to eligible migrant children.

**District Service Agreement** • Application to be completed by a Migrant Education Program subgrantee district.

**Education Department** • The agency of the federal government that establishes policy for, administers and coordinates most federal assistance to education.

**Education Department General Administrative Regulations** • Comprehensive guide of regulations and rules applicable to federal education programs.

**Elementary and Secondary Education Act** • Federal legislation passed in 1965 intended to provide additional education resources for vulnerable students.

**Fiscal Year** • Denotes the period used by an organization/business for forecasting, budgeting, calculating, and reporting annual financial statements and activities.

**Grant Allocation** • Annually, upon enactment of the state budget and approval of the regional and direct funded district applications, the CDE allocates and initiates the release of MEP funds based on the funding factors outlined in the MEP Fiscal Handbook. The CDE does not have the ability to apportion funds or make payments prior to the passage of the state budget.

**Local Education Agency** • A government agency which supervises the provision of instruction or educational services to members of the community (a district and a county office of education are both considered LEAs).

**Migrant Education Program** • The MEP is authorized under Part C of Title I of the Elementary and Secondary Education Act of 1965, as amended. The goal of the MEP is to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma (or complete a GED) that prepares them for responsible citizenship, further learning, and productive employment

**Migrant Region** • An operating agency comprised of a county or a combination of counties, or a public or private nonprofit agency not controlled in whole or part by a school district, or a combination of counties and agencies, meeting the criteria of subdivision (a) of Section 54444.1.

*For purposes of this Guide, the term “operating agency” shall encompass local districts and migrant regions. However, the use of the term “region” shall refer only to those agencies identified as migrant regions and will exclude districts.*

**Migrant Student Information Network** • The MSIN is a site for exclusive use by migrant staff. It requires a password to log on and provides information like an electronic file cabinet to statewide migrant education staff regarding program requirements and documents within the California Migrant Education Program.

**No Child Left Behind** • The 2001 Federal statute that reauthorizes the Elementary and Secondary Education Act of 1965. Part C of Title I of the Act authorizes migrant education programs.

**Office of Migrant Education** • The Office of Migrant Education (OME) provides excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families. The OME administers grant programs that provide academic and supportive services to the children of families who migrate to find work in the agricultural and fishing industries. The OME also administers several contracts and special initiatives.

**Operating Agency** • A local educational agency operating under a subgrant of state migrant education funding or a public or private nonprofit agency under a special arrangement with the department to carry out a migrant education program.

**Parent Advisory Council** • A required component of a MEP to provide a means for community and parent input during the design and operation of a school district MEP.

**Priority for Services** • The term for those migrant students who have priority to receive services. As funding is not available to meet all needs of all migrant students, the ESEA, Section 1304(d) established a PFS requirement. Recipients of MEP funds must first address the needs of migrant children that are failing, or at risk of failing, to meet the state’s challenging academic content and achievement standards, and whose education has been interrupted during the regular school year.

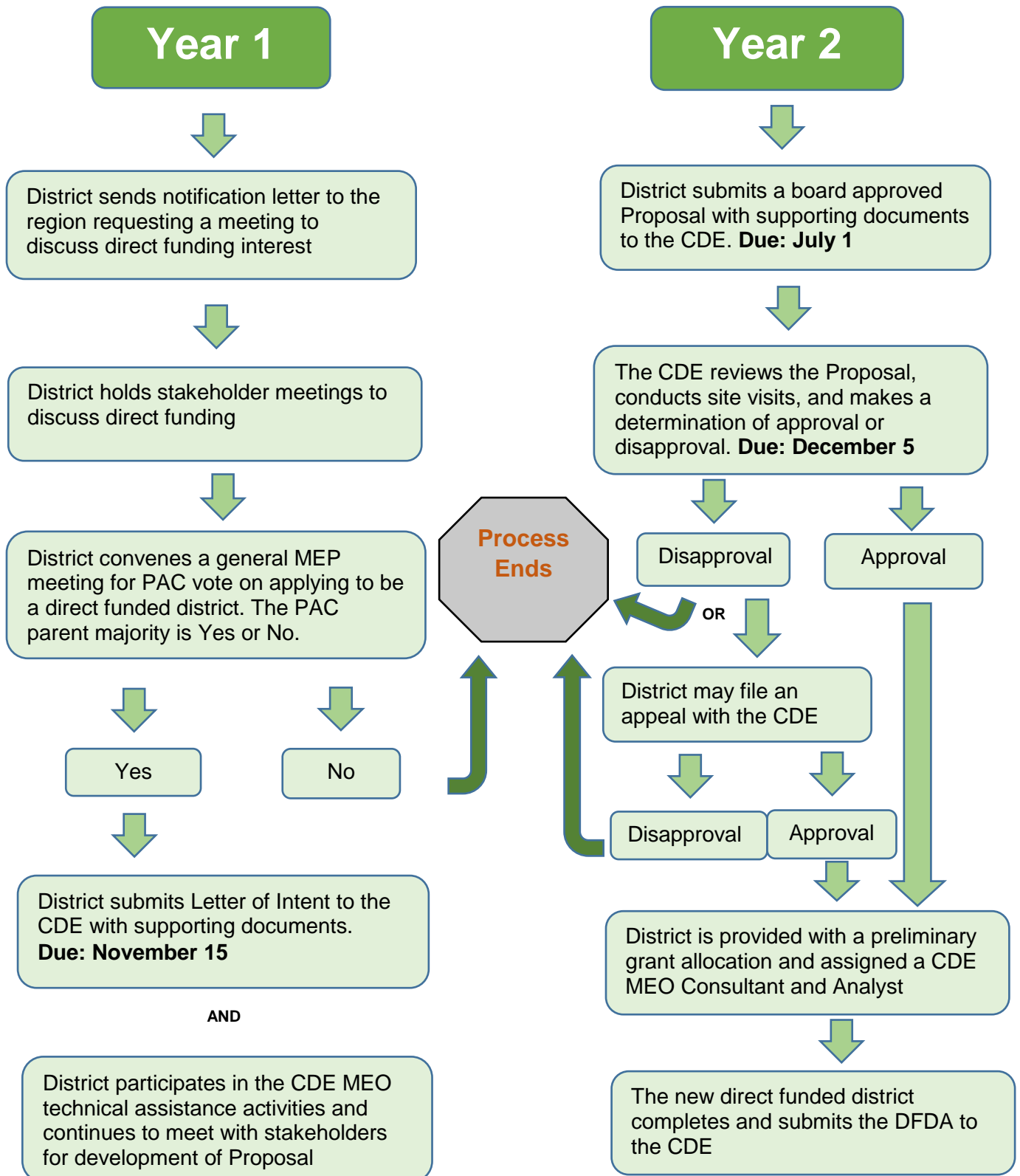
**State Education Agency** • The governmental agency responsible for statewide education program supervision and administration. The legal entity in each state recognized by United States Department of Education as being the governing agency eligible to receive Title I-C funds and administer the state’s MEP.

### **Contact Information**

California Department of Education  
Migrant Education Office  
1430 N Street, Suite 2204  
Sacramento, CA 95814-5901  
(916) 319-0851

## 9.0 Appendices

### Appendix A: Flow Chart for Direct Funding Proposal Submission



## Appendix B: Activities Chart

YEAR 1	ACTIVITY	DOCUMENTATION	AGENCY RESPONSIBLE		
			District	Region	CDE
July	District sends a notification letter to the region requesting a meeting to discuss direct funding	-Region notification letter	X		
July - August	District and Region meeting takes place. Region provides list of responsibilities that would be transferred, i.e. program, fiscal, data, I&R, PAC, other	-Meeting notification -Meeting agenda -Sign-in sheet -Meeting minutes with outcomes -Region list of responsibilities	X	X	
August - Oct	District convenes additional meetings, as needed, with the region, migrant parents, the PAC, and stakeholders for understanding of the district's direct funding request	-Meeting notifications -Agendas -Sign-in sheets -Meeting minutes with outcomes	X		
Nov. 15	District submits Letter of Intent to the CDE	-Letter of Intent -Supporting Documents (Refer to Guide, Section 3.1)	X		
Dec. - June	District has ongoing meetings with stakeholders (parents, staff, and community) for development of the DSA.	-Meeting notifications -Agendas -Sign-in sheets -Meeting minutes with outcomes	X		X
May	District will continue to submit DSA to Region for services during Year 2	-Complete DSA as directed by the CDE MEO	X		
<b>YEAR 2</b>					
July 1	District submits board approved Proposal packet that includes proposed Direct Funded District application	-Complete Proposal packet (Refer to Guide, Section 3.2 and Appendix D)	X		
July	CDE reviews Proposal packet	NA			X
August – Oct.	CDE conducts site review(s) of district requesting direct funding	-Notification to applying district for scheduling of site review			X
Oct. – Nov.	CDE makes contact with the district for clarification and correction of any Proposal or site review items	NA	X		X
Dec. 5	CDE responds to proposal	NA			X
Dec. 15	If applicable, District may file an appeal	-Refer to Guide, Section 6.0	X		
January	Final decision is made. Approved district receives preliminary proposal allocation. Meeting re transfer of records	-Notification on appeal -Proposal allocation notification, if approved	X	X	X
Feb. - May	District attends CDE technical assistance meetings for submission of DFDA	NA	X		X
On or about May 1 <sup>8</sup>	Submit complete DFDA grant application	-DFDA, including budget documents	X		

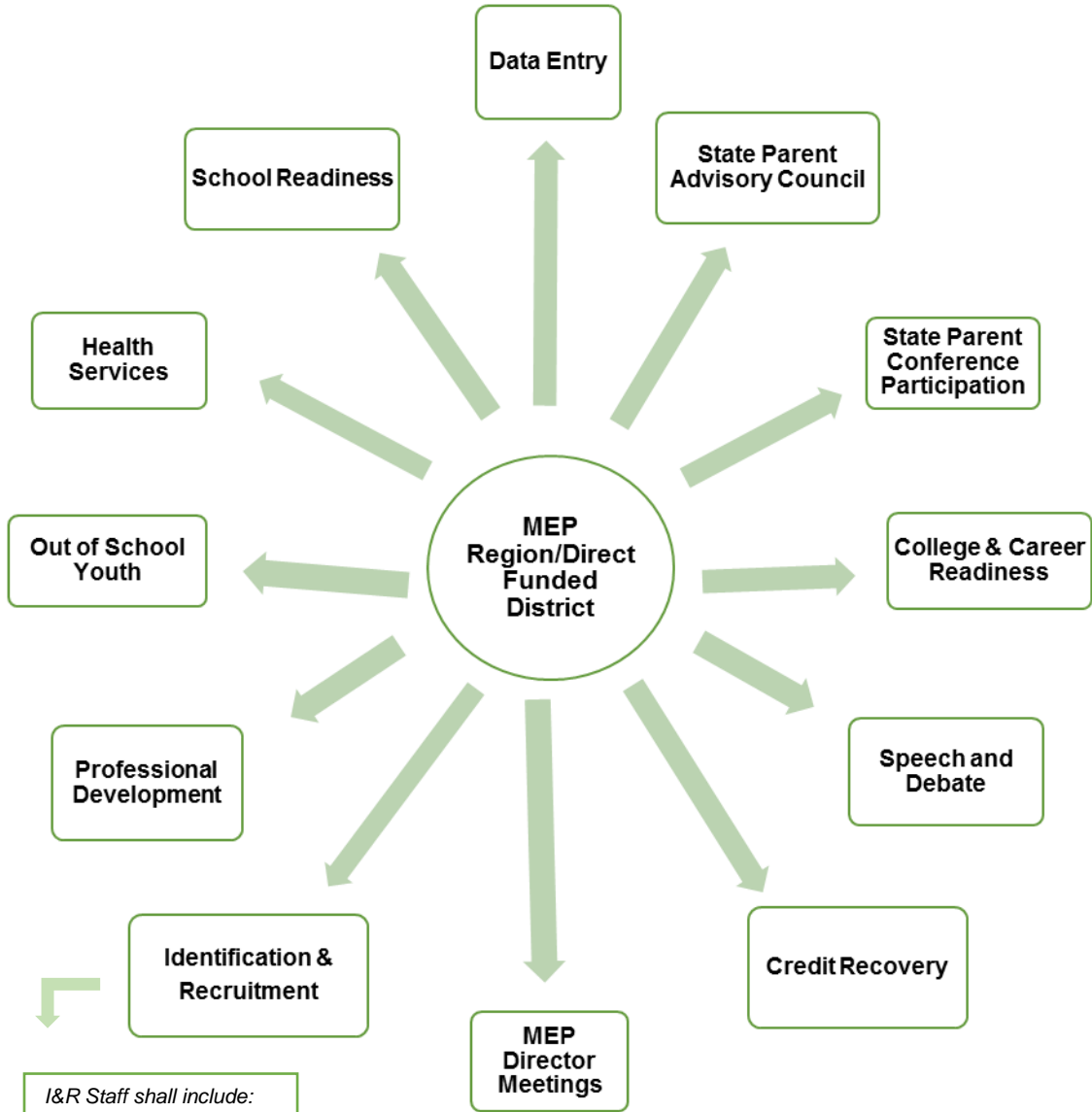
<sup>8</sup> This shall be the date established by the CDE MEO for submission of all Direct Funded District Applications.

## Appendix C: Relevant References

- California Education Code Sections 54440 – 54445, Migrant Education
- California Migrant Education Program Fiscal Handbook:
- California State Service Delivery Plan (SSDP) for Migrant Education
- Office of Migrant Education (OME), Title 1, Part C:  
<https://www2.ed.gov/about/offices/list/oese/ome/index.html>
- United States Department of Education (USDE) Uniform Guidance:  
<https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>



## Appendix D: Subgrantee Responsibilities



*I&R Staff shall include:*

- 1 SEA Reviewer;
- 2 recruiters; and
- 1 data clerk (w/fully trained back up)

*Districts interested in applying to become direct funded need to demonstrate that they are prepared to manage (amongst other duties) the I&R and data needs for the MEP. At a minimum, districts must have in place the indicated staff in order to have the capacity to manage the State and federal requirements for I&R and data collection and reporting. Districts with large populations of migrant families and youths or populations that are distributed over large areas might need additional staff.*

*I&R and data staff must be trained locally and attend all State required trainings. For information on the expectations for and responsibilities of these staff positions, contact the CDE MEO for the California MEP: I&R Quality Control Plan.*

## **Appendix E: Proposal Specifications**

### **1. Rationale for the Proposal**

- Describe the need to operate a direct funded district and include how the need was identified. Describe how the direct funded district will provide cost-effective, high-quality, and comprehensive services to migrant children and their families as mandated by state and federal law.

### **2. Demographic Information**

- Describe the migrant children as defined by federal law who will be served by the district. Include by ethnicity and language, the number of migrant children to be served from ages three to 21 years old, including out-of-school youth through 21 years old that have not completed high school.
- Describe the trends of migrant students in the district's service area, including growth and decline, prioritized areas of need, and school enrollment.

### **3. Student Needs Assessment and Data Analysis**

- Based on a summary of the reported results and analysis of state and/or local assessments, as well as other available academic, preschool, health and socio-economic data, describe your district's student population and address the following items:
  - a. The number of migrant students tested v. the number of migrant students enrolled? Explain any large discrepancies.
  - b. Identify the major migrant student achievement trends for PFS students and for all migrant students, including high school graduation.
  - c. Identify the achievement gaps of all migrant students compared to non-migrant students.
  - d. Describe district needs and priorities compared with statewide priorities.

- e. Describe major barriers to learning for migrant students in your area and how the LEA is planning to address the identified barriers.

#### 4. **Fiscal Resources**

This section requires the district to describe how it currently funds services to migrant students.

- Provide evidence that the district has the fiscal resources to deliver effective MEP services in compliance with state and federal law
- Explain how the district currently administers and coordinates state, federal, and other funds to ensure quality and minimize duplication of effort. Examples of other funds include, but are not limited to, private foundations and those programs authorized under NCLB, such as:
  - **Title I:** William F. Goodling Even Start Family Literacy Programs, School Dropout Prevention Initiative, and advanced placement programs
  - **Title II:** Preparing, Training, and Recruiting High Quality Teachers and Principals
  - **Title III:** Language Instruction for Limited English Proficient and Immigrant Students
  - **Title IV:** 21<sup>st</sup> Century Schools, including Safe and Drug-Free Schools, and before and after-school programs for targeted instruction
  - **Other federal and state programs, such as:** Migrant Head Start, the McKinney-Vento Homeless Assistance Act, and Maternal and Child Health Services
- Submit copy of LEA Plan

#### 5. **Coordination of Services**

Describe how and with whom the district collaborates to deliver a comprehensive migrant education program for students three to 21 years old, include both the current and proposed migrant program. Service providers include, but are not limited to:

- MEP regional office for the geographic area

- District PAC
- Education resources, such as the county office of education, other school districts, and institutions of higher education
- Health, mental health, and social service agencies
- Public and nonprofit organizations

## 6. **Proposed Budget**

The CDE MEO will provide the district with a preliminary budget to use in completing the required budget form, the ME-1. The ME-1 form includes budget worksheets for each of the MEP components. The budget amount calculated for each of the components must be specific, showing the detail in each area. The budget for each component must be consistent and in alignment with the Proposal narrative. Appendix D, Subgrantee Responsibilities may be helpful in the development of the services and corresponding budget.

## 7. **Compliance with Federal and State Requirements**

- The district must disclose any existing non-compliance issues related to federal and state requirements regarding the MEP and explain how the district has resolved or is resolving them.
- The district must provide the last two state Federal Program Monitoring reports and summarize any relevant findings.

## Appendix F: Direct Funded District Application for Proposal

### Migrant Education Program Direct Funded District Application Partial Cover Page

This partial Cover Page for the DFDA is included as a reminder and placeholder for the requirement to complete the DFDA, in its entirety, as part of the Proposal packet.

<b>Sub grantee Name:</b>		<b>Total Grant Amount Requested:</b>	
		<b>School Readiness Grant Amount:</b>	
<b>Local Educational Agency (LEA) Name:</b>		<b>LEA CDS Number:</b>	
<b>LEA Address:</b>	<b>City:</b>	<b>Zip Code:</b>	
<b>Contact Person:</b>		<b>Title:</b>	
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail Address:</b>	
<b>Regular School Year (3060):</b>		<b>\$</b>	
<b>Summer/Intersession (3061):</b>		<b>\$</b>	
<b>School Readiness Regular (3110)</b>		<b>\$</b>	
<b>School Readiness Summer (3110)</b>		<b>\$</b>	
<b>Additional 3060 funds used for School Readiness</b>		<b>\$</b>	
<b>Identification &amp; Recruitment (3060):</b>		<b>\$</b>	
<b>Parent Advisory Council (3060):</b>		<b>\$</b>	
<b>Other Education, Health, Nutrition and Social Services (3060):</b>		<b>\$</b>	
<b>Indirect Cost:</b>		<b>\$</b>	<b>County Rate %:</b>
<b>Total Budget:</b>		<b>\$</b>	
<p><b>CERTIFICATION:</b> I hereby certify that all applicable state and federal rules and regulations will be observed to the best of my knowledge, that the information contained in this application is correct and complete; that the PAC has had active involvement in the planning, development and review of this application, and that the assurances are accepted as the basic conditions in the operation of this project/program for local participation and assistance.</p>			

## 10.0 Document Templates

### Year 1: Template 1

#### SAMPLE Notification Letter to Region

Date

Home Region Office  
Attention: Migrant Education Program Director

Subject: Proposal for Direct Funding

Dear \_\_\_\_\_:

This letter documents our request for a meeting to discuss (Name of District) interest in direct funding for the Migrant Education Program.

As part of the California Department of Education, Migrant Education Office's direct funding process, this initial, exploratory meeting shall include the migrant regional director, the migrant parent district officers, as well as school district and administrative staff involved with the migrant program.

I will be contacting your office to arrange for a meeting date, location and time. Thank you for your assistance. If you have any questions, please do not hesitate to contact (Name of Contact) at the following number \_\_\_\_\_ or by e-mail. \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title (District Superintendent or Designee)

## Year 1: Template 2

### SAMPLE Notification to Parents

#### IMPORTANT MIGRANT EDUCATION PARENT MEETING DIRECT FUNDING PROPOSAL

Please attend this **very important** Migrant Parent Education meeting on proposed changes related to migrant education services in your area. Direct funding is being proposed in the \_\_\_\_\_ school district. This meeting is for all parents who have children attending the following schools: \_\_\_\_\_

Date of Meeting:

Place of Meeting:

Time of Meeting:

If you need childcare and/or transportation to and from the meeting or have questions, please contact \_\_\_\_\_ at ( ) \_\_\_\_\_.  
(Name and Position) (Phone)

VERY IMPORTANT - PLEASE ATTEND

.....

#### JUNTA IMPORTANTE SOBRE LA EDUCACION MIGRANTE PROPUESTA PARA FONDOS DIRECTOS

Por favor de asistir a esta junta importante de Educación Migrante. Se propone que el Distrito Escolar \_\_\_\_\_ reciba fondos directos para los servicios del Programa de Educación Migrante. Esta junta es para todos los padres que tengan niños asistiendo a estas escuelas: \_\_\_\_\_

Fecha de Reunión:

Lugar de Reunión:

Hora de Reunión:

Si ocupa cuidado de niños o transportación a la junta o tiene preguntas por favor de llamar a \_\_\_\_\_ al ( ) \_\_\_\_\_.  
Nombre y Posición Teléfono

MUY IMPORTANTE – POR FAVOR DE ASISTIR

## Year 1: Template 3

### Agenda Requirements for Letter of Intent

*Below is a list of topics that must be included in the agenda with each respective party.*

<b>For Meeting(s) with Region</b>
<ul style="list-style-type: none"> <li>• Interest in become a direct funded district</li> </ul>
<ul style="list-style-type: none"> <li>• Responsibilities involved in being a direct CDE subgrantee</li> </ul>
<ul style="list-style-type: none"> <li>• Data requirements and reporting</li> </ul>
<ul style="list-style-type: none"> <li>• Fiscal duties</li> </ul>
<ul style="list-style-type: none"> <li>• Staff requirements</li> </ul>
<b>For Meeting(s) with Stakeholders</b>
<ul style="list-style-type: none"> <li>• Interest and purpose in becoming a direct funded district</li> </ul>
<ul style="list-style-type: none"> <li>• Local impact, i.e. unions, human resources (development of job descriptions/staffing), fiscal, parents, students, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Fiscal responsibility</li> </ul>
<ul style="list-style-type: none"> <li>• Coordination with other federal, state, and local educational services</li> </ul>
<b>For Meeting(s) with PAC</b>
<ul style="list-style-type: none"> <li>• Interest and purpose in becoming a direct funded district</li> </ul>
<ul style="list-style-type: none"> <li>• Review of responsibilities to be acquired by district, if approved</li> </ul>
<ul style="list-style-type: none"> <li>• Impact/changes on current PAC, i.e. state representation and corresponding commitment/cost</li> </ul>
<ul style="list-style-type: none"> <li>• PAC parent member vote</li> </ul>



**Year 1: Template 4**

**SAMPLE Vote on Direct Funded District Proposal**

District: \_\_\_\_\_

Date of District Migrant PAC Vote on Proposal: \_\_\_\_\_

Date of last general election for membership in District Migrant PAC: \_\_\_\_\_

Typed or Printed Name of Migrant Parent Member	Vote on Participation in Direct Funded Program		Signature	MSD #
	Approve	Disapprove		

NOTE: State law requires that the proposal to participate in direct funding be approved and voted on by the ongoing parent advisory council including approval by a majority of members who are parents of migrant children.

## Year 1: Template 5

### SAMPLE Letter of Intent

Date

California Department of Education  
Migrant Education Office  
1430 N Street, Suite 2204  
Sacramento, CA 95814

Attn: Letter of Intent for Direct Funding

Dear MEO State Administrator:

Please accept this letter as formal notification of the (Name of District) intent to pursue direct funding for the Migrant Education Program. As specified by the California Department of Education, Migrant Education Office (CDE MEO), the documentation of the required activities are listed below and attached:

- Notification letter to region with agenda(s), meeting sign-in sheets and minutes
- Notification to stakeholders and district parents with agenda(s), meeting sign-in sheets and minutes
- Notification regarding district information Parent Advisory Council (PAC) meetings with agendas, meeting sign-in sheets and minutes
- Notification of PAC meeting for voting on direct funding with agenda, meeting sign-in sheet and minutes.
- District migrant education and PAC meeting minutes documenting approval of pursuit of direct-funded status
- Tabulation of the results of the migrant PAC vote for direct funding

We understand that the CDE MEO staff will review the documentation. Upon confirming that the required activities have been completed, the CDE MEO staff will contact our office to provide the schedule of technical assistance activities for our participation.

Thank you for your assistance. Contact (Name), (Position), at (Telephone Number) if there are questions related to our Letter of Intent.

Sincerely,

Name  
Title (District Superintendent or Designee)

cc: Migrant Parent Advisory Council, President  
Region Migrant Education Program Director

## Year 1: Template 6

### SAMPLE Letter of Intent (LOI) Checklist

The LOI is the formal notification to the CDE MEO that the district is seeking direct funding. It shall be signed by the district's superintendent or designee and mailed to the CDE MEO, as follows:

**California Department of Education  
English Learner Support Division, Migrant Education Office  
1430 N Street, Suite 2204  
Sacramento, CA 95814  
Attention: MEP State Administrator**

The LOI must be received by the CDE MEO by November 15 of Year 1 and must be supported with documentation that verifies meetings and coordination with the district's regional office, migrant parents, PAC and stakeholders. This documentation must demonstrate the collaborative involvement in the decision-making process to become a direct funded district and consists of the following:

- Notification letter to region**
  - Agenda(s) for district and region meetings that includes the district's request for direct funding
  - Sign-in sheets for district and region meetings
  - Minutes for district and region meetings
- Notification to stakeholders and district parents**
  - Agenda(s) for district, stakeholder, and parent meetings that includes the district's request for direct funding
  - Sign-in sheets for district, stakeholder, and parent meetings
  - Minutes for district, stakeholder, and parent meetings
- Notification regarding district PAC meeting** for information and voting for direct funding.
  - Agenda(s) for district PAC meeting that includes the district's request for direct funding
  - Sign-in sheets for district PAC meeting
  - Minutes for district PAC meeting documenting a majority yes vote for direct-funding by PAC parent members, as well as *the total number of PAC members present*
- Tabulation** of the results of the district's PAC vote on direct funding

*Note: This checklist must be included as part of the LOI packet.*

## Year 2: Template 7

### SAMPLE Proposal Cover Page

California Department of Education  
Proposal for Designation as an Operating Agency  
Migrant Education Program

<b>Agency Name:</b> _____
Mailing Address: _____ Street: _____ City: _____ Zip: _____
<b>Contact Person:</b> Name: _____ Title: _____ Phone: Area Code ( ) _____ Fax: Area Code ( ) _____ E-mail: _____
<b>Required Signatures:</b> Board Approval Date: _____ (Attach minutes) District Superintendent/designee: _____ Date: _____ District administrator responsible for MEP: _____ Date: _____
Migrant Parent Advisory Council Chairperson: <i>I certify that the duly elected members of the ongoing and functional District Migrant Parent Advisory Council have voted to approve participation in the directly funded program, including the approval of a majority of the members who are the parents of migrant children.</i>  Presidente del Concilio Consejero de Padres Migratorios: <i>Yo afirmo que los miembros debidamente elegidos al Concilio Consejero de Padres Migrantes, a nivel de Distrito, han votado para aprobar la participación en el programa de fondos directos, incluyendo la aprobación de una mayoría de miembros los cuales son padres de niños migratorios.</i>  Signature: _____ Date: _____ PAC Approval Date: _____

**Year 2: Template 8**  
**SAMPLE Table of Contents for Proposal**

I Introduction ..... page

II Scope of Proposal .....

    1. Rationale.....

    2. Demographic Information.....

    3. Student Needs Assessment.....

    4. Fiscal Resources .....

    5. Coordination of Services.....

    6. Compliance with Federal and State Requirements.....

III Direct Funded District Application.....

IV Attachments.....

    1. Board Minutes Approving Proposal .....

    2. Proposed Job Descriptions for New Positions .....

    3. Other, as deemed pertinent .....