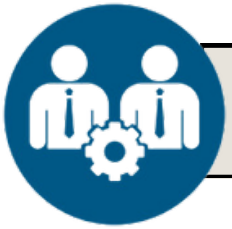
RECOMMENDED ID&R PROCESS



Recruitment efforts in the community generate some potential leads.

Family Survey Responses

YES NO

1. Recruiter pre-screens a potential migrant family on the phone and determines if an interview should be scheduled. *(Refer to the MEP Eligibility Flowchart in the Texas ID&R Manual.)*

YES NO

- NO → MEP must maintain documentation of the conversation and why a COE was not completed.
- YES →

2. Recruiter completes a COE and SDF for the family.

3. The Designated SEA Reviewer approves the COE which automatically creates an enrollment line for the child in TX-NGS.

   NOTE: For specific guidance on this step when completing an ECOE, refer to the ID&R or TX-NGS user manual.

4. Children listed on the COE are now eligibile to receive MEP-funded services.

Follow district record retention policies for retaining Family Surveys in which the responses were "No".

Recruiter contacts the family of each eligible child at the beginning of every school year to determine whether the family made another qualifying move.

ESCs perform Quality Control periodically through COE and TX-NGS data review to ensure accuracy of information.

Some of the newly identified migratory children may be selected for a re-interview during the Eligibility Validation Process each year.

AIIMS
Assisting Interstate/Intrastate Mobile Students