

MEP-Funded Summer Services

Information shared from OME:

An important first step in planning MEP-funded services is to determine what other services are available to address the identified needs of migratory children. Other available services will likely vary among local educational agencies (LEAs) and from one year to the next, based on resources (e.g., community-specific programs, temporary funding or Federal ESSER funds). It is important to note that migratory children must be considered for other available services on the same basis as other children.

MEP programs and projects should gather the information necessary to determine whether the other services are likely to address the identified needs of the migratory children in the MEP's service area, and if so, coordinate with those programs to facilitate access for migratory children. If the other services do not address the identified needs of migratory children, the MEP may be able to modify or add to, those services. Communication and coordination with other service providers is key to ensuring that MEP funds are used in a supplemental manner. Below are a few guidelines to keep in mind for summer programs:

- 1. If the LEA is providing a summer school program using other Federal and non-Federal funds and that program is available to migratory children, the MEP may not offer a separate, equivalent program during the same hours and in the same format for migratory children using MEP funds. MEP staff should also be aware of any mandatory attendance policies for the other program. Although there is no Federal requirement for participation in summer school, States and/or districts may have established such requirements.*
- 2. If capacity has been reached in the LEA's summer program, MEP funds may be used to provide additional funding to increase the capacity of the program to serve additional migratory children. We generally recommend that migratory children are served in the same instructional setting as other children— i.e., a push-in as opposed to pull-out model.*

If it is not feasible to add capacity to the LEA's program (e.g., classroom space limitations, migratory children who move to the area close to the end of the LEA's summer program, etc.), MEP funds may be used to provide an equivalent program during the same hours to serve those migratory children for whom the LEA program is not available.

- 3. MEP funds may be used to provide services or activities that help migratory children access and/or benefit from the LEA's summer school program that are not otherwise provided by the LEA. For example, instructional services such as after-hours tutoring, support services such as transportation, or activities such as additional, targeted outreach to migratory parents.*
- 4. MEP funds may be used to provide instructional services to migratory children during hours that differ from the LEA's program, if such modifications would better address the unique educational needs of migratory children and enable migratory children to participate. For example, if the LEA summer school program is only available in the morning hours and migratory children are not able to participate (and are not required by the LEA to participate) due to factors such as being a sole source of*

childcare for younger siblings, MEP funds may be used to provide instructional services to those migratory children during alternate hours.

- MEP funds may be used to provide services that are not offered by other programs, such as a coding camp or summer leadership academy, provided those services are offered on a schedule that does not conflict with other programs available to migratory children, such as the LEA’s summer school program. Similarly, MEP funds may be used to provide services that are not available to migratory children from other sources in certain age/grade spans (e.g., preschool migratory children, out-of-school youth).

Finally, we remind grantees that MEP funds must be used for services and activities that are consistent with the program purposes and the State’s comprehensive needs assessment and service delivery plan. As with all Federal funds, the costs of the service or activity must comport with the cost principles described in the Uniform Guidance (Subpart E of 2 CFR part 200). The cost principles require, among other things, that costs of the service or activity be reasonable and necessary and be allocable (or chargeable) to the MEP relative to the benefit received.

TX-NGS Enrollments

ENROLLMENT	Regular	(R)	Students enrolled in the regular school term or in a year-round school.
	Summer	(S)	Students enrolled in an MEP-funded summer school program.
	Intersession	(I)	Students enrolled in an MEP-funded intersession program at a year-round school.
	Residency Only	(P)	Non-enrolled migrant children, up to the age of 22, who have not graduated from a U.S. high school or who have not received a certificate of High School Equivalency.

Facility types:

- Campus - Actual facility where migrant students are enrolled; **or**
- Project - A program or project with migrant students that is **not an actual facility (Not on Campus)** in the school district, e.g., A Bright Beginning Home-based, Project SMART Home-based, create an SSID.
- For other summer programs such as Reading Instruction, other home-based instruction, and leadership academies enrollments should be tied to the latest SSID the child attended.

Summer Enrollments for Migratory Students Receiving MEP Funded Services on Campus

Summer/Intersession Program Data

- All summer enrollments and withdrawals must occur after the last day of the current school year, but before the first day of the upcoming school year. Record the student’s actual enrollment and withdrawal information. Enrollments should be tied to the SSID the child belongs to (during the regular school year).
- A student must have at least one day of eligibility at the time of enrollment in a MEP-funded summer program for the TX-NGS Data Specialist to encode a summer enrollment on TX-NGS. Exception, a

- student may still be served in a MEP- funded summer program under the Continuation of Services provision.
3. Any child served in a MEP-funded summer program must be enrolled on TX-NGS with an **“S” enrollment type**, and all supplemental programs, academic and health data, received during this enrollment, must be encoded onto TX-NGS according to timelines outlined in the Enrollment section of *The Texas Management Requirements Manual for NGS & MSIX*.
 4. Summer school enrollments, as well as withdrawals, may be accomplished on TX-NGS through the Multiple Enrollment, Multiple Withdrawal, Family Enrollment, and/or through the Individual Student Enrollment.
 5. All summer migrant projects should keep documentation on file reflecting the type of service given and the dates services were received for all migrant students enrolled in MEP-funded summer/intersession projects.
 6. **A summer program is defined as a service which provides an educational or educationally related activity that directly benefits a migratory child; addresses a need of a migratory child consistent with Texas Comprehensive Needs Assessment (CNA) and State Delivery Plan (SDP); is grounded in scientifically-based research; and designed to enable the program to meet its measurable outcomes and contribute to achievement of the State’s performance targets.**
 7. **Instructional Services** – MEP-funded instruction in a subject area provided for students on a regular or systematic basis, usually for a predetermined period. (The one-time act of providing instructional packets to a child or family does not constitute an instructional service).
 8. **Support Services** – These MEP-funded educationally-related services are provided to students. In order to be encoded as an “S” enrollment type, the service has to be consistent with Texas Comprehensive Needs Assessment (CNA) and State Delivery Plan (SDP), otherwise the support service should be encoded as either a Regular (R) or Residency Only (P) enrollment type.

Summer Enrollments for Migratory Students Receiving MEP Funded Services NOT on Campus

For students who receive **MEP funded** services not on campus during the summer:

- If students are receiving (*any type of*) migrant funded summer services, but are not enrolled on a district campus, *the user would follow the process to add a “Summer” line (S) for the summer and tie the supplemental services to that line.*
- **Users should use the latest SSID associated with the student (during the regular school) when creating that line.**
- The enrollment line should have an *enrollment date* that reflects the documented start date and end date of services.
- All migrant funded supplemental services provided during the summer term should be tied to this enrollment line.

NOTE: This might include migratory children of any age such as OSY, preschool aged children or school aged students.

Adding an Individual Student Enrollment

ADD AN ENROLLMENT (using individual process for students with an existing TX-NGS record)

After performing a student search, if a record already exists follow these steps to add an individual enrollment.

From the *Student Query Results* screen.

Student Query Results for USID: 86705837EJR

Click on the USID to access the student record or click on Add New Student to add a new student record or click on Add New Family Enrollment to add a new family.

USID	Student Last	Student First	Student Middle	Sex	Birth Date	Legal Female Parent	Current Female Parent
86705837EJR	LEON	NAOMI		F	01/01/2016		JUANA, LEON

Click *USID* link.

The *Update Student Information* screen will appear.

Update Student Information for LEON, NAOMIUSID: 86705837EJR

Enter data to update a student record. Required fields must contain valid entries or the record cannot be accepted.

Click *Enrollments* link.

TX-NGS will display the *View Enrollments History Information* screen.

View Enrollment History Information for LEON, NAOMIUSID: 86705837EJR

Click on the History ID to view or update a history record. Click on the SSID for school and contact information. To add an enrollment record, click on Add Enrollment.

No matching entries found.

Click the *Add Enrollment* link.

The *Update Enrollment Information* screen will appear. Enter data in all required fields to create a new enrollment record. After completing all fields, click the *Submit Record* button at the bottom of the screen.

Update Enrollment History Information for LEON, NAOMIUSID: 86705837EJR

Enter data to update the Student Enrollment record. Required fields must contain valid entries or the record cannot be accepted.

[Help Contents](#) | [Screen Help](#) | [View Supplemental/Designation](#) | [Delete this History Line](#) | [Student Record](#) | [Student Search](#)

History ID 18753669 Current Parent/Guardian

[SSID\(search\)](#) TXCHBJ [Recruiter ID \(search\)](#) Local ID

The child arrived in the present school district on 12/06/2021 from TRAVERSE CITY, MI

Qualifying Move & Work

(1) The child moved due to economic necessity from a residence in TRAVERSE CITY, MI to a residence in BAY CITY, TEXAS

After clicking *Submit Record* on the data on the Student Enrollment Information screen, the system will create a summary of the data entered, please review and print. Click *View Enrollment*.

Student Enrollment History Information for LEON, NAOMIUSID: 86705837EJR has been Updated.

Print and retain this page for future reference.

[Help Contents](#) | [View Enrollment](#) | [Add Enrollment](#) | [View Transfer Document](#) | [Student Record](#) | [Student Search](#)

Student Information

USID	86705837EJR
Student Last Name 1	LEON
Student Last Name 2	
Student Suffix	
Student First Name	NAOMI
Student Middle Name	
PEIMS Compliant	YES
Alternate ID	
Bi-National	NO
Sex	Female
Ethnicity	Hispanic or Latino
Race	-
Birth Date	01/01/2016
Code	Birth Certificate

The *View Enrollment History Information* screen will appear. Click the History ID link to access *Update Enrollment History Information* screen.

View Enrollment History Information for LEON, NAOMIUSID: 86705837EJR

Click on the History ID to view or update a history record. Click on the SSID for school and contact information. To add an enrollment record, click on Add Enrollment.

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SHOWING RECORDS 1 - 1 OF 1.

History ID	SSID	Family ID	ECOVID	Residency	Enrollment	Withdrawal	Enroll Type	Grade	QAD	Generation	Supp/Designation
18753669	TXCHBJ			12/06/2021	06/01/2022		S	Grade 4	12/02/2021	06/15/2022	

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↑
Click the *History ID* link.

The *Update Enrollment History Information* screen will appear. Once there, click on the *View Supplemental/Designation* link.

Update Enrollment History Information for LEON, NAOMIUSID: 86705837EJR

Enter data to update the Student Enrollment record. Required fields must contain valid entries or the record cannot be accepted.

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History ID 18753669 Current Parent/Guardian _____

SSID(search) TXCHBJ Local ID _____
 The child arrived in the present school district on _____ Country: _____ MI State: _____

Qualifying Move & Work
 (1) The child moved due to economic necessity from a residence in _____ United States of America Country: _____ MI State: _____
 to a residence in _____ BAY CITY City: _____ TEXAS State: _____

Click the **View Supplemental/Designation** link.

On the *View Supplemental/Designation* Page click the *Add Supplemental/Designation* button.

View Supplemental Program/Designation Information for LEON, NAOMIUSID: 86705837EJR....HistoryID: 18753669

Click on the Supplemental ID to view or delete a Supplemental Program/Designation Information record or click on Add Supplemental/Designation to add supplemental/designation records to the student.

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Supp/Designation ID	Type	Level	Supplemental Fund Type	Added Date
No records found.				

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Click the **Add Supplemental/Designation** link.

Once the *Add Supplemental/Designation* screen appears, select the *Supplemental Type*, *Supplemental Fund Type* and check the *MPO* box (if service is related to the MPOs) and click the *Submit Selected Supplementals* button.

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Designation(s)

Out of School Youth:

- Learning English
- Job Training
- HSE
- Earning a diploma
- Not interested in returning to charter
- Not interested in returning to district
- Not interested in returning to online
- Not interested in returning to school
- Other

English Proficiency:

- EL/EB

Supplemental Type (definitions)

----- INSTRUCTIONAL SERVICES -----

- A Bright Beginning Center-Based
- A Bright Beginning Home-Based
- Career Exploration
- Credit Accrual (MEP-Funded)
- Credit Accrual (Non-MEP-Funded)
- English for EL/EB children (ESL)
- Health Education (Prevention Education/Health)
- HSE/HEP (OSY)
- Math Instruction by Teacher (Mathematics)

Supplemental Fund Type

MPO Migrant Funded

Click **Submit Selected Supplementals** button.