

## **Kansas On-Site Review Process and Procedures Title I, Part C Migrant Education Program (MEP)**

Only districts receiving Title I, Part C Allocations are included in the MEP monitoring process. Districts are selected for an on-site visit based on size of the Migrant Education Program and Migrant Allocation, the review of the local consolidated application (LCP), audit issues, and the size of the school district. It is the goal of the KSDE to monitor all districts within a five year period.

Technical assistance is available to districts to ensure understanding of the MEP monitoring process and the rules/regulations to be discussed during the On-Site Monitoring Visit. A district however, may request technical assistance at any time.

The goals of the Migrant On-Site Monitoring Visit are to:

1. Examine compliance and programmatic issues based on the federal statute and regulations, and
2. Review how districts are addressing the needs of migrant students through the Migrant Education Program
3. Provide technical assistance

The MEP On-Site Monitoring Visit includes the following components:

1. Preparation for the Migrant On-Site Visit
2. The Migrant On-Site monitoring Visit
3. Follow Up

### **Preparation for the Migrant On-Site Monitoring Visit**

District staff will be notified, and a date and time for the On-Site Visit will be established at least 4 to 6 weeks prior to the Visit. Within this same timeframe, KSDE will send the following documents to the district;

1. a cover letter outlining the details of the On-Site Visit, the MEP On-Site Monitoring Process and Procedures,
2. the MEP Guiding Questions; and,
3. the MEP Monitoring Worksheet, which outlines the specific rules and regulations to be reviewed during the On-Site Visit.

Prior to the On-Site Visit, KSDE staff will review all data and documentation on file at KSDE concerning the district's Migrant Education Program. Any issues or questions that arise will be discussed with the district prior to the On-Site Monitoring Visit.

### **Migrant On-Site Monitoring Visit**

During the On-Site Monitoring Visit, KSDE will review documentation provided by the district to support compliance with the federal rules and regulations. The implementation of the local MEP will also be discussed using questions from the Guiding Questions document. The district will also be provided an opportunity to explain in detail how the MEP program is implemented within the district.

The visit to the district usually lasts 3 to 4 hours depending on the complexity of the local MEP, and is conducted by the state level Migrant Education Program staff. Local personnel involved in the visit usually include, the director of the Migrant Education program, the LCP contact if different than the MEP director, the board clerk or fiscal agent for the district, and any other staff involved in the administration of the local MEP.

**Follow-Up**

Following the visit, KSDE will provide a written report to the district which serves as official notification of any findings and/or recommendations identified through the monitoring process. This written report is returned to the district within thirty days of the On-Site Monitoring Visit. All findings must be corrected by the district and verified by KSDE within 60 days from the date of the written report.

Follow up by KSDE staff to provide technical assistance is available to districts identified with findings to ensure compliance issues have been verified and/or assist the district in implementing the requirements. Follow up may be provided via email, phone conversations or conference calls.

Any district regardless of identified findings may request specific technical assistance to ensure compliance of the MEP rules and regulations.