

TO: KANSAS MEP RECRUITERS

RE: ID&R Policy MEMO

EFFECTIVE: December 10, 2007

Recruiters:

Thanks to everyone for a lively and well-attended Fall 2007 ID&R Regional Training! I would like to remind all recruiters in response to the trainings that the Kansas ID&R policy on the following issues are still in compliance with the Non-Regulatory Guidance and the State's Statutes:

- I. **ONE work history is required on ALL COEs**, regardless of temporary or seasonal job status. Please include what the work was and where the work was done. (*Note: No date or time period is needed.*)

*Examples to document work history: (Only **ONE** Needed)*

- Example 2...Meat packer – Schuyler, Nebraska
- Example 3...Worked onion fields – near San Luis Valley, CO

- II. **First moves from bordering countries (Mexico or Canada) will be allowed**, with the following provisions:

Worker must have **ONE** work history in migrant-qualifying work in the bordering country **AND** the intent of the move to the U.S. must be in order to find and obtain migrant qualifying work.

*Examples to document work history: (Only **ONE** Needed)*

- Example 1...Worked with cattle – Chihuahua, MX
- Example 3...Corn harvest – Ottawa, Canada

- III. **Emancipated youth will be accepted with no previous work history.** However, you *must* inquire about work history and document one on the COE *IF* the worker has a qualifying work history. (See above examples.)

- IV. **All Temporary COEs require a timeframe statement from the employee or employer.** You must document who is doing the work and how long the worker will be at the job.

Examples to document work history: (Write on back of COE.)

- Example: Mr. Perez stated he will work at job for 5 months.
- Example: Wife said her husband will be at job for 6-7 months.

V. All “To Join” COEs over 12 months will require an Appeal.

To complete an Appeal, please see below:

When a recruiter feels like they have a unique situation that would qualify a family who otherwise would appear not to qualify, the following protocol should be followed:

COE Appeal Process: The MEP site will submit the families case on project letterhead as to why the family should qualify. The COE Appeal needs to be no more than 1-page, dated, signed by both the recruiter and director, and attached to the families’ COE.

- **Note:** Upon receiving the COE, the COE review team will determine if the Appeal is sufficient. The COE Appeal **DOES NOT** guarantee the COE will be approved.

***Thanks to all of you for your hard work and determination...
let’s work together to make this new year a success for our
migrant children!!***

For any questions or comments, please feel free to contact:

- **Ron Johnson** – Kansas MEP Director/ID&R Coordinator
Ph: (785) 296-2600 or email: rjohnson@ksde.org
- **Michele Miller** – Kansas MEP Professional Development Specialist
Ph: (913) 856-3358 or email: millerm@usd231.com