




Washington State Migrant Education Program
Migrant Student Data and Recruitment Office
"Touching the Lives of Migrant Families"

November 6, 2009

IMPORTANT!
Response due by
December 15, 2009

TO: Title I Migrant Education Federal Programs Directors
FROM:  Lionel G. Campos, MSDR Director
RE: Home Visitor Logs for September, October and November

In previous years, we requested that school districts submit home visitor logs to the MSDR Office for review. In doing so, we noticed several items which may catch the eye of an auditor if home visitors are conducting these activities while paid through the Migrant Education Program. Issues identified were:

- Home visitors completing IEP forms for migrant students;
- Home visitors attending to lunch room, school bus or recess duties;
- Home visitors picking up school building classroom attendance records;
- Translating school building forms;
- Providing transportation for migrant students; and
- Interpreting for parent/teacher conferences.

An issue is whether providing these services is supplanting services another program provides to non-migrant students. The question to be asked is "If the students were not migrant students, which program would pay for this activity?" If no program would provide the service and it is a valid program function, then the Migrant Education Program is providing a supplemental service and this is an approved activity. However, if another program provides this service to non-migrant students or should, the same program or basic education funds should provide this service to migrant students as well in order to avoid supplanting issues. If you would like to document all home visitor activities on one log, that is possible, but we would like to suggest those activities paid for by the Migrant Education Program be highlighted.

Once again, we are requesting federal programs directors to forward to our office their home visitor logs for the months of September, October and November, by December 15, 2009. Please fax or mail the home visitor logs to:

Israel Hernandez • MSDR Office • 810-B East Custer Avenue • Sunnyside, WA 98944 or
FAX # (509) 839-9017

If, after reviewing the home visitor logs, we find an activity which may be questioned during the program review, we will alert you of this to enable you to take appropriate action prior to your review. We hope this yearly activity will help you in your efforts to provide quality identification and recruitment efforts within your school district.

If you have any questions, please feel free to call the MSDR office at 800-274-6084.

cc: Home Visitors