

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-45
SUPERSEDES: N/A		Sheet 1 of 3
SUBJECT: MIGRANT EDUCATION PROGRAM ALLOCATIONS		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-45

I. PURPOSE

To provide uniformity, consistency and accuracy in the process of allocating money to the Migrant Education Programs (MEP) within the State of Arizona.

II. BACKGROUND INFORMATION

Current year migrant student counts reported by Statewide Services Office produced in keeping with the Arizona Department of Education (ADE), Migrant Education Program (MEP) Contract, will be used in conjunction with the Arizona Department of Education Migrant Education Programs approved formula to allocate funding to the Local Education Agencies (LEAs) Migrant Education Programs. The Office of Migrant Education (OME) funds the Arizona MEP on the previous year's student counts; we use the current year migrant student enrollment numbers to fund the LEAs.

III. PROCEDURE

Timeliness:

- The Local Education Agencies affiliated with the Migrant Education Program will submit their Migrant student enrollment counts to the Statewide Services office on or about April 10th of each year. Data verification between the LEAs and Statewide Services will take place and final validated numbers submitted to the Arizona Department of Education Migrant Education Program on or about May 30th of each year. The ADE MEP Specialist will calculate LEA allocations using OME's projected State allocations, using the approved allocation formula, and submit it to the Migrant Director for approval and release to individual LEAs. Allocations will be sent, by email and U.S. Postal Service, within 15 days of approval from the Migrant Director. This initial allocation will only be based on the formula, and not include any supplementary allocations, and therefore will be referred to as a preliminary allocation. Supplementary allocations will only be added after the State MEP has received notification of a final allocation from OME.

State Data Verification:

- Prior to the start of the Allocation Process, the Arizona State Migrant Education Program Office does a Data Verification of the numbers submitted to be used for funding. Statewide Services sends out a form to be completed by the LEAs regarding their current numbers. LEAs use their COEstar database system to record their numbers on that day. This form is used as a comparison between the numbers generated from Statewide Services and what the LEA sees in their computer. If discrepancies are found this indicates that an error has been made on the LEA side and data is not registering in the main COEstar terminal. All errors found are reported to the corresponding LEA and investigated by all parties prior to the start of the Allocation Process.

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Allocation Process:

- Information sent to the ADE MEP from the Statewide Services is sent in hard copy in table format broken down into the categories below, separated by school district:
 - E- Enrollment
 - P- Participant
 - R- Resident
 - LEP- Limited English Proficient
 - Targeted Title I Program
 - School Wide Title I Program
 - I- Interrupted Move

This information encompasses all components of our State MEP formula.
- Proximity to social and medical services is also taken into account in the formula. This information is not provided by Statewide Services, but is collected directly from the LEAs by ADE through survey. This survey asks information including but not limited to:
 - Distance from and availability to free and reduced cost social and medical services
 - Distance from and availability to emergency social and medical services
 - Number of actual social and medical services required in the previous year
- The information sent from Statewide Services is transferred from the individual tables into an all encompassing electronic spreadsheet.
- Once the projected allocation has been received from OME, ADE determines the amount for the following state Migrant funding components:
 - 80% Allocation- Formula
 - 19% Special Programs
 - 1% State Administration

State Allocation Formula:

- The State uses 80% of the State allocation to distribute funds to the LEAs. The amount of funds that are awarded to each LEA are determined by using the following formula:
 - Multiply students enrolled times proximity equals base funding
 - $E \times P = BF$
 - Add students enrolled plus participants and add half of residents- this equals total students
 - $E + P + R(.5) = TS$
 - Add interrupted moves (.30) plus LEP (.30) students plus Title I served (.15) = TW
 - $IM (.30) + LEP (.30) + TI (.15) = TW$
 - Add total students to total weights to equal Grand Total Weights

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- $TS + TW = GTW$
 - Multiply total weights times per pupil allocation (PPA)
 - PPA is determined by subtracting the base funding from 80% of the state funding and dividing the balance by the grand total weights $TW \times (BF - 80\% SF / GTW) = TWA$
 - $TW \times PPA = TWA$
 - Add base funding to total weighted allocation equals total allocation
 - $BF + TWA = TA$
- Once these allocations have been approved by the Director of the MEP, they will be sent via email to Program Coordinators and via United States Postal Service to LEA superintendents.

Addition Allocations:

- Upon receipt of the final state allocation from OME, the Program Specialists, along with the MEP Director will finalize preliminary allocations to include any additional or supplementary allocations.
- The following is a list of additional program specific funding allocations that could be added to the qualifying districts:
 - State Migrant Parent Advisory Council (SMPAC) - Each year 23 districts (half of the Az MEP School Districts) are granted an additional allocation to attend SMPAC meetings. These funds can be, but are not limited to, use for the following things:
 - Additional child care costs incurred by parents for attending SMPAC meetings
 - Reimbursement for travel to SMPAC meetings (mileage, lodging and meals, if necessary)
 - Purchase of materials and supplies associated with the SMPAC meeting
 - Duplication of materials associated with the SMPAC meeting
 - Costs associated with local Migrant Parent Advisory Council (MPAC) meetings held in conjunction with SMPAC
- Identification and Recruitment (ID&R) Conference- If approved, districts can be granted an additional allocation to attend the National ID&R conference.
- Arizona Interagency Farm Coalition (AIFC) - If approved, districts are granted an additional allocation to attend the AIFC conference.
- Consortia- Select districts are granted additional allocations to serve additional Migrant students that would otherwise not be serviced.

Conclusion:

- All allocations are compiled on a spreadsheet and sent to the State Migrant Director for approval. Once approved, the State Migrant Director will send out allocation amounts to ADE Grants Management and formal final allocation letters are sent to all LEAs eligible to apply for Migrant Education Program funds.